



Alfresco **Mobile**

Setup Guide **App Version 1.3**

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 then 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, 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**. Tap **Browse Documents** to get started with Alfresco.

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. Change the description if you like.
5. If you usually access Alfresco with a URL that starts with https://, set **HTTPS** 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**. Tap **Browse Documents** to get started with Alfresco.

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 already set up.
2. To set up a new account connection, tap **+** and then tap either Alfresco Cloud or Alfresco Server.
3. Enter your account details.
4. 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 that 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, go to <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 **More** tab, and then tap **Settings**.
2. Set **Validate SSL Certificate** to **OFF**.
3. Try the sign up process again.

Settings

For Alfresco Mobile settings, tap the **More** tab in the main navigation toolbar at the bottom left of the screen, and then tap **Settings**.

Alfresco Settings

Company Home: Displays the content stored in the "Company Home" part of the Alfresco repository. Most users will not need to set this to ON, as it is mainly for Alfresco administrators.

Full Text Search: Alfresco Mobile searches for file names by default. Set this to **ON** if you want 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, set this to **ON**.

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

Application Session

The following session settings are only applicable if an account has been set up without a password.

Forget Password: Alfresco Mobile remembers your password for thirty minutes by default in a session. If you want to change the time, tap the arrow and make a selection between one and sixty minutes.

Lock When Inactive: Set this to **ON** if you want Alfresco Mobile to forget your password when the session is inactive.

Diagnostic Data

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