Alfresco Mobile
Setup Guide App Version 1.5

Get Started with Alfresco Mobile

When you first install and access Alfresco Mobile, the **Let's get you started…** 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 an 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**.

   If you have an Enterprise Cloud account, the first time you connect, you'll be asked if you want to enable data protection for your downloaded documents. Tap **Yes** to activate the data protection.

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

   You need to enter your cloud password before you can browse documents.

   The next time you access Alfresco Mobile, you can go directly to your Alfresco Cloud account by tapping **More** 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. Change the description if you like.

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

   Most people won't use the **Advanced** settings, but the Troubleshooting section below has more details if you want to use them.

6. Tap **Save**.

   The first time you connect to your Alfresco account, you'll be asked if you want to enable data protection for your downloaded documents. Tap **Yes** to activate the data protection.

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

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

How do I set up more accounts?

1. Tap **More**, 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.

You can temporarily disconnect from your accounts without deleting the connection details by setting the Account status to **OFF**. You'll see that the account status is Inactive and the account doesn't appear in the **Search** and **Documents** tabs.

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.

❖ **Client Certificate**: Alfresco Mobile doesn't use a client certificate by default. Ask your Alfresco administrator if your company account requires client certification. If needed you can tap **Client Certificate**, then **Import**

Client Certificate, and choose to get a previously downloaded certificate from the Alfresco download folder, or to download one from a server.

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

The settings let you change the way you work with Alfresco Mobile. Tap **More** in the main navigation toolbar, and then tap **Settings**.

Alfresco Settings

Company Home: Displays the content stored in the "Company Home" area of the Alfresco repository. Set to **ON** if your company makes use of Company Home to show user's folders.

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.

Favorites

Enable Sync: Enable this feature to keep your favorites documents automatically in sync with your device.

Alfresco Mobile can synchronize the favorite files in your Alfresco accounts. Favorite documents can be from your device or your desktop. When you are online, if you set this feature to **ON**, your favorite documents will automatically sync to your device. This setting means that your favorite documents are always up to date, and available even when you are offline.

You can enable this feature the first time you tap the Favorites tab and you are asked whether you want to keep your favorites documents automatically in sync with your device. Tap **Yes** to enable the feature.

Advanced

Reset On Next Start: If you want to reset the login credentials and settings of Alfresco Mobile, select **ON**.

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

Application Session

The Application session settings are only used if you have an account 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: Select **ON** if you want Alfresco Mobile to forget your password when you leave the app and the session is then inactive.

Enterprise Settings

Data Protection: For Enterprise accounts, protect your downloaded documents. Select **OFF** if you want to disable this feature.

Diagnostic Data

Send Reports: Alfresco Mobile collects anonymous technical diagnostic data for use when developing the Alfresco app. Select **Don't Send** if you want to disable this feature.