

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

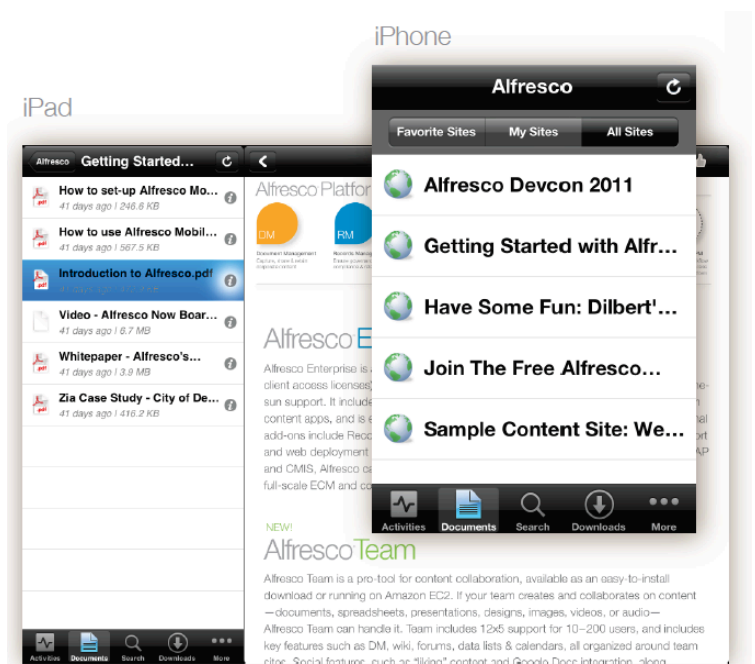
Main navigation buttons appear at the bottom of the screen. These give you access to:

Activities: Tap  to view a list of recent activities in your sites.

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

Search: Tap  to bring up a Search box and search for file names within your Alfresco instance.


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



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


Navigating documents

The Documents button displays 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 the folder tree 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 always expand the document view by tapping .

To update the contents of sites at any time, pull down at the top of the screen 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:

Create Folder: Name and create folders for new content.

Upload: Choose 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 either **Choose from Library** to choose photos or videos from your Photo Library, or **Choose Document** to choose documents from your Downloads folder.

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

Record Audio: Record and upload audio.

When you're in a site or folder in which you have permissions to edit content, tap the **Edit** button 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, simply tap on the document to preview it.


Document actions

When you have a document open in Alfresco Mobile, you can perform the following actions:

Open in...: Tap  and choose a compatible application to open a copy of the document on your device.

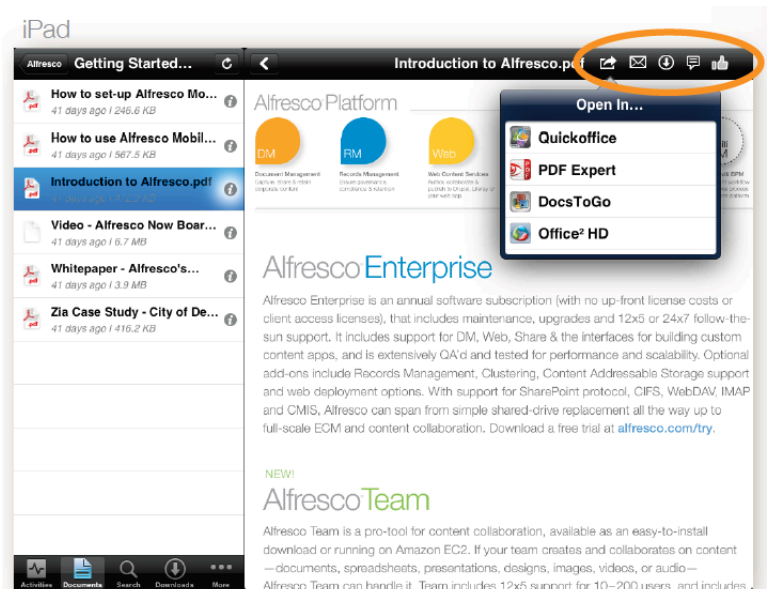
Print: Tap  to print to a compatible wireless printer.

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, then tap  to add a new comment.


Like: Tap  to add positive feedback on a document.





Working with downloads

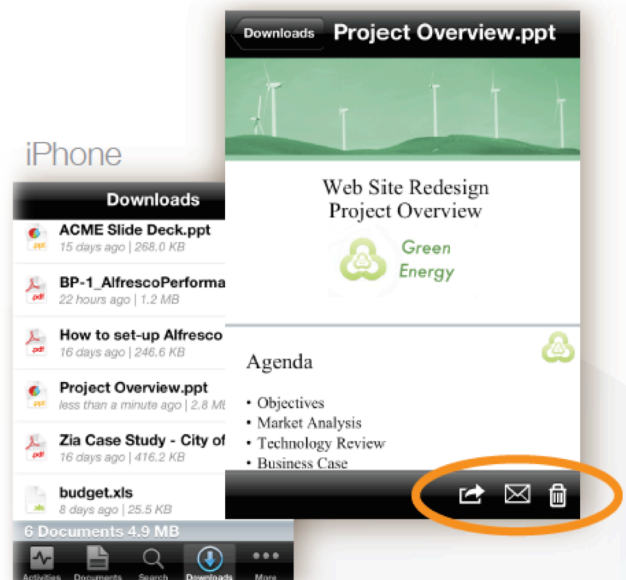
The documents that are stored on your device are listed in the Downloads section of the main navigation.


When you open one of these documents, you can perform these actions:

Open in...: Tap  and choose a compatible application to open a copy of the document.

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


Delete: Tap  to completely delete the file from your device.



If you want to quickly delete documents in the Downloads section, tap the **Edit** button in the top right corner of the screen, tap  next to the document you want to delete, and then tap **Delete**.

Searching for content


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


In the account you want to search, tap  on the main navigation toolbar. Type your search criteria 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 search criteria 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 right on your mobile device in other apps, such as iWork, Office HD, Quickoffice, or DocsToGo.

Tap  from the Documents or Downloads view and select an 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.

