



# Alfresco Mobile App

## Setup Guide App Version 1.2.2

### ***Get started with the Alfresco Mobile App on iPad or iPhone***

When you first install and access the Alfresco Mobile App, 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.

- ❖ Tap **Sign up for Alfresco Cloud**.
- ❖ 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.

- ❖ Check your email for the confirmation from Alfresco. Select the **Activate account** link, and then confirm your password to complete the registration process.
- ❖ Tap **Refresh** to check progress.

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.

### 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

- ❖ Tap **Alfresco Cloud**.
- ❖ Enter your login email and password.
- ❖ Change the description if you like.
- ❖ Tap **Save**.

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

## Connect to an Alfresco Server




### Alfresco Server

- ❖ Tap **Alfresco Server**.
- ❖ Enter your user name and password.
- ❖ Enter the Server Address, which is the URL of the Alfresco server. It may look something like this: example.alfresco.com
- ❖ Enter a description to help you remember which server you're connecting to for this account.
- ❖ If you usually access Alfresco with a URL that starts with https://, turn the HTTPS option to **ON**.
- ❖ Tap **Save**.

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

## How do I create more accounts?

- ❖ Tap the **More** tab, and then tap **Manage Accounts**. You'll see the accounts that you've set up already.
- ❖ To set up a new account connection, tap .
- ❖ Add as many accounts as you need.
- ❖ Connect to your Alfresco Cloud or Alfresco Server account.

## Troubleshooting

### I'm unable to connect to Alfresco Cloud

- ❖ Check that you're using the right login email address and your password matches the login email.
- ❖ Test the connection to Alfresco Cloud from a browser by typing <http://my.alfresco.com> in a browser window.
- ❖ 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:** The Alfresco Mobile App 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:** The Alfresco Mobile App 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.

- ❖ Tap the **Settings** icon on your mobile device and select **Alfresco**.
- ❖ Set Validate SSL Certificate to **OFF**.

- ❖ Go back to the Alfresco Mobile App and try the sign up process again.

## Alfresco Mobile App 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 your Alfresco Mobile App to access this demo site and content, turn this ON and Alfresco will reset to this public demo site the next time you open the app.

**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. To disable this feature, choose Don't Send.