

# **ELO mobile apps**

ELO Connect (Android)

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## Requirements and installation

The ELO Connect app enables you to gather files from different sources and easily transfer them to the ELO Java Client or ELOoffice. To transfer files, you can access your internal device memory, removable storage (e.g. SD cards), and cloud storage (e.g. Google Drive).

You can even select the files you want to transfer while on the go. You do not have to be connected to the same network as the ELO Java Client or ELOoffice.

### Requirements

ELO Connect was developed for use on mobile devices with Android 4.0 or higher. You can transfer files with ELO Java Client version 11 and higher as well as ELOoffice 11. To install ELO Connect, you need the *Google Play Store* app and a *Google account*.

#### Please note

Establishing a connection between ELO Connect and your computer requires the port TCP/UDP 5876 to be enabled. In the Windows Management Console, go to the *Windows Defender Firewall with Advanced Security* dialog box and enable port TCP/UDP 5876 under *Inbound Rules*. Create a new rule.

As ELO Connect only works on a fixed port, use in a multi-user environment, such as terminal servers, is not possible.

### Installation

You will find the ELO Connect app in the *Google Play Store*.

#### Method

Tap *Install* to begin installation.

#### Result

ELO Connect is installed on your device automatically.

### Start app

To start ELO Connect, tap the app icon on your device.

## Basics

This chapter introduces the ELO Connect program interface. You will get to know important menus and buttons and learn how to navigate ELO Connect.

### User interface

To start ELO Connect, tap the app icon on your device's start screen.

1



## Outbox

2



Add files



+

3

The *Outbox* area opens.

### Information

The *Outbox* area is set as the ELO Connect start screen.

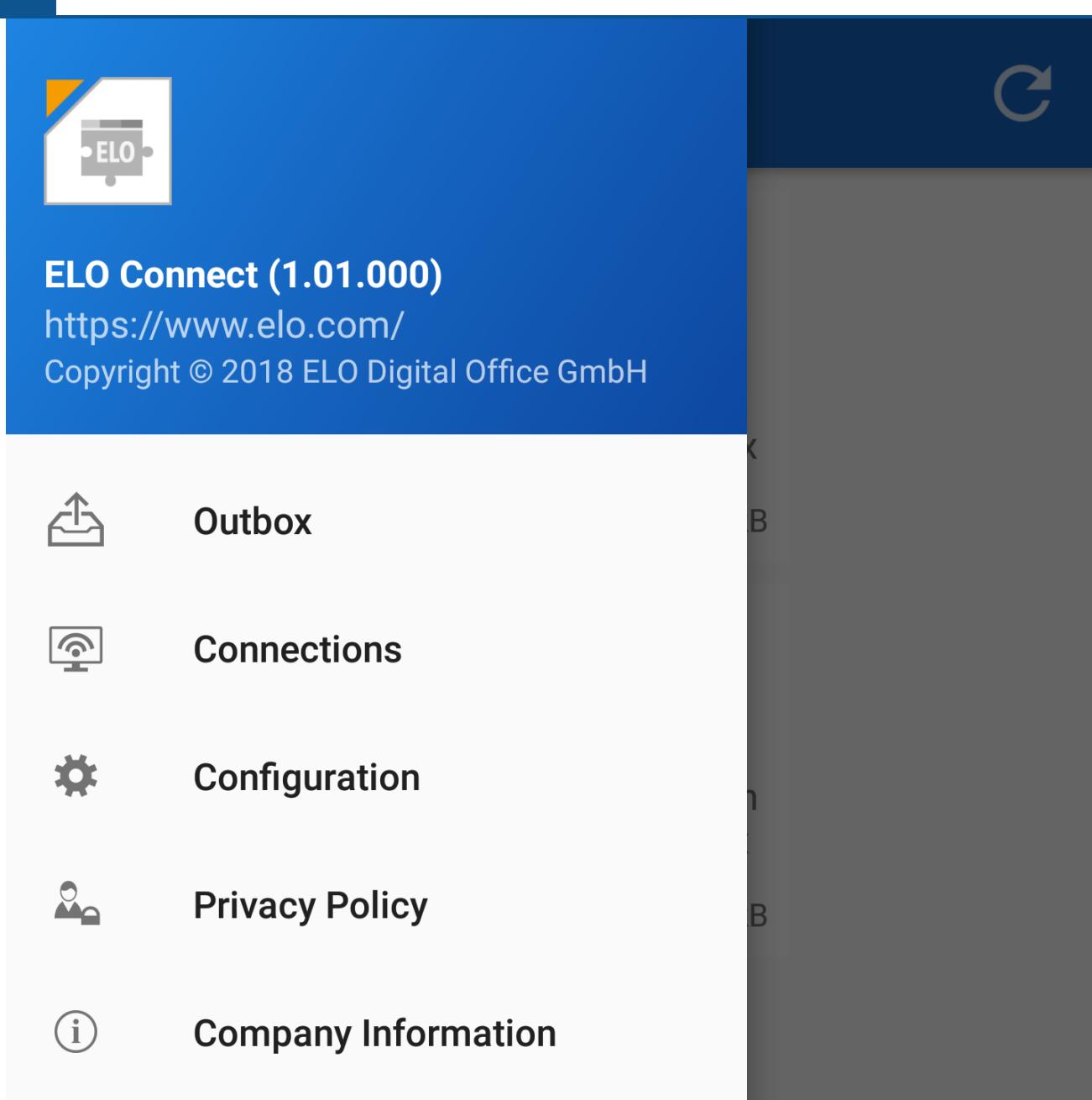
1 Menu (button with three dots): Opens the *Menu bar*.

2 Refresh: Refreshes the *Outbox*.

3 Add (plus icon): Opens the *File overview*.

### Menu bar

Open the *Menu bar* from the menu (button with three dots).



The ELO Connect menu bar opens.

The following menu items are available:

**Outbox:** Here, you can gather files and transfer them to the ELO Java Client or ELOoffice.

**Connections:** Under *Connections*, you can add or remove connections to transfer data between ELO Connect and the ELO Java Client or ELOoffice.

**Configuration:** In the *Configuration*, you can adjust settings for filing and saving your files with ELO Connect. Different logging functions are also available in this area.

**Privacy Policy:** You will find the ELO Connect Privacy Policy here.

Company Information: This menu item contains Company Information and the contact information for ELO Digital Office GmbH.

## File overview

Navigate to the *Outbox*. Tap *Add* (plus icon) to open the *File overview* area.



The *File overview* opens. You can select the files you want to transfer with ELO Connect here. Once you have made your selection, the files are gathered in the Outbox.

1 Directory overview: Opens the overview of available directories. In the directory overview, you can choose directories of other apps, for example an additional file explorer. As standard, you can select files to transfer with ELO Connect from the following directories:

- Images
- Videos
- Audio
- Recent
- Downloads
- Cloud providers, e.g. Google Drive

# Open from



Images



Videos



Audio



Recent



Downloads



Drive

2 File view: Changes the view of the available files. You can choose between a view with large icons and a list view with additional information, such as the date and file name.

3 File arrangement: Arranges the displayed files by name or date modified.

4 Additional display options: Provides additional information on the files. You can hide or show the file size as well as the internal storage.

## Connections

In this chapter, you will learn how to set up a connection for data transfer with ELO Connect and what general configuration options are available.

### Setting up a connection

#### Method

1. In the open *menu bar*, tap *Connections*.



## Connections



### Add a connection



The *Connections* area opens.

2. Tap *Add* (plus icon).



## Connections



Enter the connection to the recipient.

ELO user name

---

Computer name or IP address

---

The input screen for recipient connection data opens.

3. In the *ELO user name* field, enter the user name you want to use to log onto your ELO repository in the ELO Java Client or ELOoffice.
4. In the *Computer name or IP address* field, enter the name of the computer you have installed the ELO Java Client or ELOoffice to.

Alternative: In the *Computer name or IP address* field, enter the name of the computer you have installed the ELO Java Client or ELOoffice on.

**Please note**

To transfer files between ELO Connect and the ELO Java Client or ELOoffice, your mobile device must be connected to the same network as your computer.



## ELO Connect



Enter the connection to the recipient.

ELO user name

**Administrator**

Computer name or IP address

**10.49.20.137**

5. Confirm your connection data by tapping the gray check.

Result

A connection for transferring files between ELO Connect and the ELO Java Client or ELOoffice has now been created.

**Please note**

Establishing a connection between ELO Connect and your computer requires the port TCP/UDP 5876 to be enabled. In the Windows Management Console, go to the *Windows Defender Firewall with Advanced Security* dialog box and enable port TCP/UDP 5876 under *Inbound Rules*. Create a new rule.

As ELO Connect only works on a fixed port, use in a multi-user environment, such as terminal servers, is not possible.



## ELO Connect



**Administrator**

10.49.20.137

ELOoffice

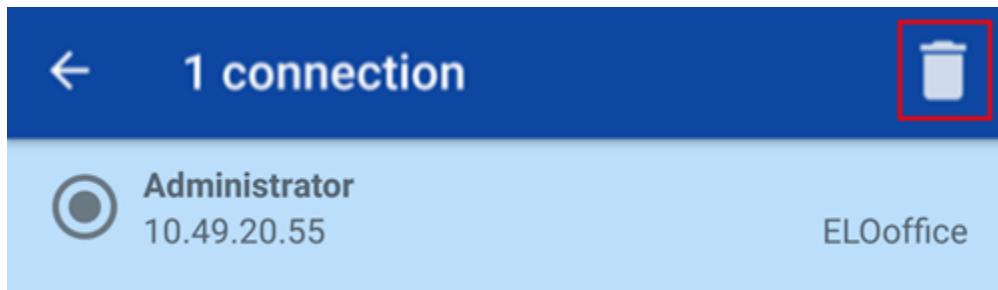
When you have successfully established a connection between ELO Connect and the ELO Java Client or ELOoffice, the active connection appears in the connection overview. The connection information contains the ELO user name of the respective client, the computer name or its IP address, as well as a designation for the client to which files are transferred. In this example, you can see that there is an active connection between ELO Connect and ELOoffice.

You can now transfer files between the ELO Connect app and the ELO Java Client or ELOoffice.

### Delete connection

If you would like to remove an active connection in ELO connect, proceed as follows:

1. Navigate to the *Connections* area.
2. Select the connection you would like to delete from the *Connections* area.



The menu bar in the *Connections* area offers two additional functions.

3. Tap the *Recycle bin* if you would like to remove the active connection from the *Connections*.  
Tap the arrow icon if you want to clear your selection.

### Result

The active connection is removed from the *Connections* area.

### Configuration

In the *Configuration*, you can adjust settings for filing and saving your files with ELO Connect. Different logging functions are also available in this area.

#### Method

Open the Configuration by tapping *Configuration* on the menu bar.

# ≡ Configuration

## Filing

### Filing location

To Intray

## Storage

### Use external storage

Local files will be saved to internal storage.



## Logging

### Enable/disable logging

A log file will not be created.



### View log file

Open log file

## Notify support

Send an e-mail to support. If a log file is available, it will be attached.

## Delete log file

The *Configuration* dialog box appears.

## Filing

Filing location: Here, you can define where transferred files are stored in the ELO Java Client or ELOoffice.

- To Intray: The files are sent to the Intray of the connected repository.
- To current folder: Stores the files to the folder most recently selected in the repository in the ELO Java Client or ELOoffice.
- Confirm via dialog box: Shows a dialog box for each transfer allowing you to select a location to transfer the file to. Here, you can choose between the two filing options *To Intray* and *To current folder*.

## Storage

Use external storage: Choose whether local files should be saved to an external storage medium, such as an SD card, or to the internal storage of the device. Use the slider to choose how you want to file your documents.

## Logging

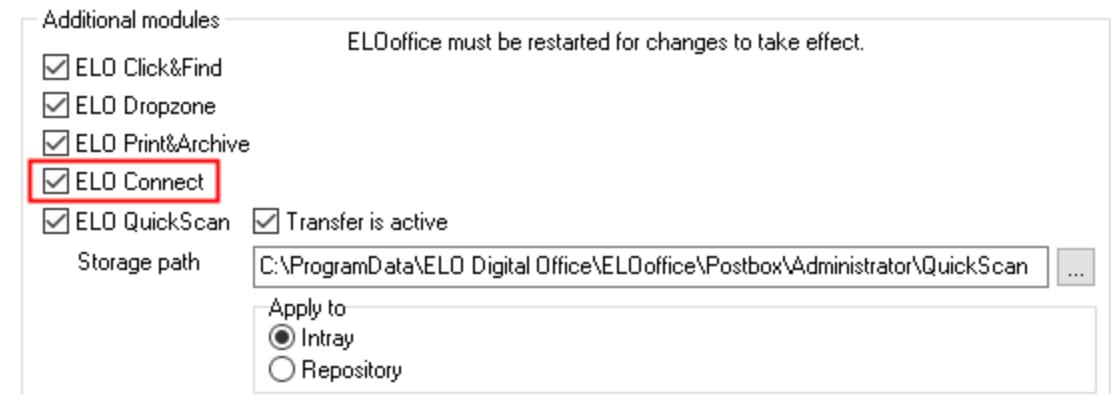
Logging: Here, you will find all the settings for an optional log file.

- Enable/disable logging: Enables creation of a log file. Tap the slider icon to enable or disable this setting.
- View log file: With this option, users can view the log file. If one is available, open the log file with an editor of your choice.
- Notify support: Compose an e-mail to send to ELO Support. Available log files are attached to the e-mail.
- Delete log file: This option allows you to delete available log files.

## Configuring ELOoffice for file transfer

### Method

1. Open ELOoffice on your computer.
1. On the ELOoffice menu bar, click the *ELO button*.
2. Open the *Configuration* area.

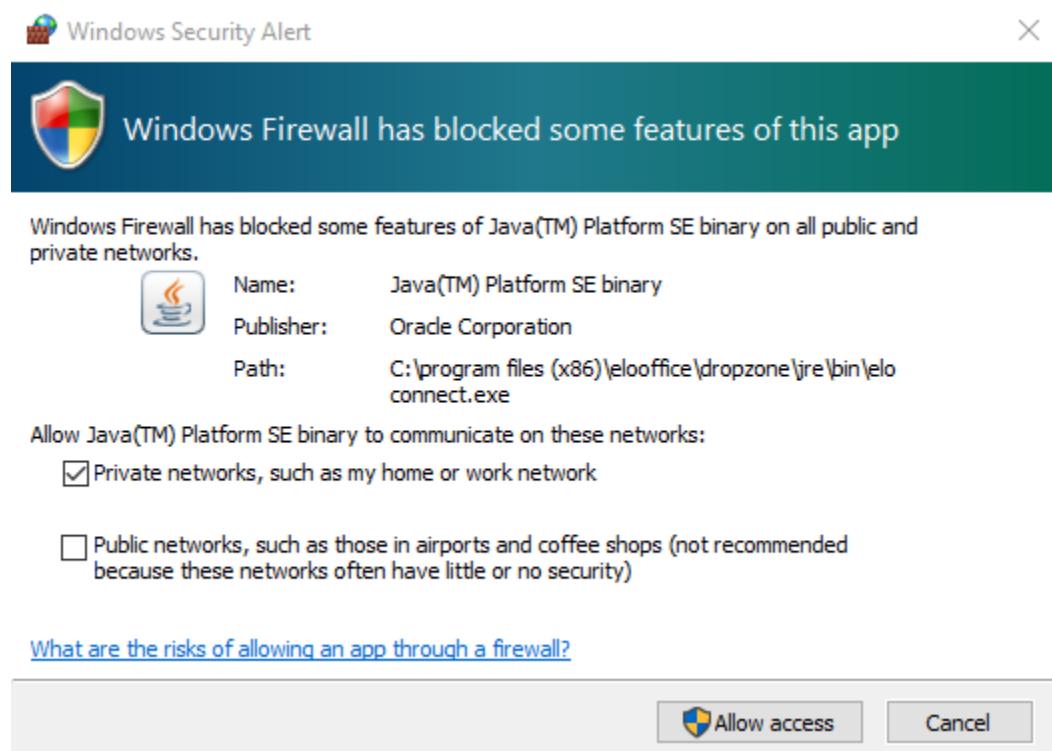


3. By *Additional modules*, check the *ELO Connect* box.

4. Restart ELOoffice.

#### Please note

To establish a connection between ELOoffice and ELO Connect, you need version 11.00.016 of ELOoffice.



A dialog box with a Windows Security Alert opens. This means the Windows Firewall is blocking communication between ELO Connect and your computer.

5. Enable communication by checking the box next to *Private networks, such as my home or work network*.
- 6.

Click *Allow access*.

### Result

You can now transfer files to ELOoffice with ELO Connect.

## Usage examples

This chapter introduces you to the functions of ELO Connect (Android) using practical examples.

At the beginning of each section, you will find information on the following:

- Description of the example (objective)
- Notes regarding the installation or other important information (requirements)
- Description of the actions (step by step)
- Description of the results

### Gathering files in the ELO Connect Outbox

In the ELO Connect Outbox, you can gather files and select files to transfer to the ELO Java Client or ELOoffice.

#### Information

It is only possible to transfer files from the *Outbox* area.

#### Requirements

- You need the file or document that you want to file to the *Outbox*. The file or document must be in a directory on your smartphone, on an SD card, etc.
- The file or document will be referred to as the file in the following.

#### Method

1. Navigate to the *Outbox* area.
2. Tap *Add* (plus icon) to open the file overview.



The *File overview* menu bar opens.

3. On the file overview menu bar, open the *Directory overview*.
4. Select a directory.
5. Tap the file you want to add.

#### Result

The selected file is now in the ELO Connect Outbox.

## Multiple file selection

You can also select multiple files at once and add them to your ELO Connect Outbox.

### Requirements

- You need several files or documents that you are going to file. The files or documents must be in a directory on your smartphone, on an SD card, etc.
- The files or documents are referred to as files in the following.

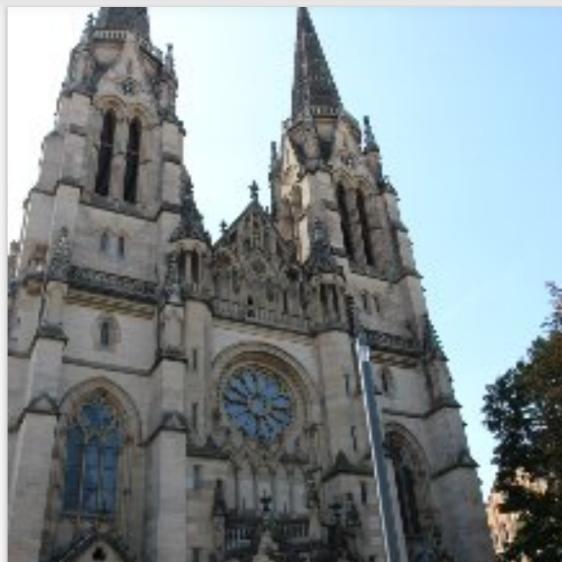
### Method

1. Select multiple files in a folder you previously selected.



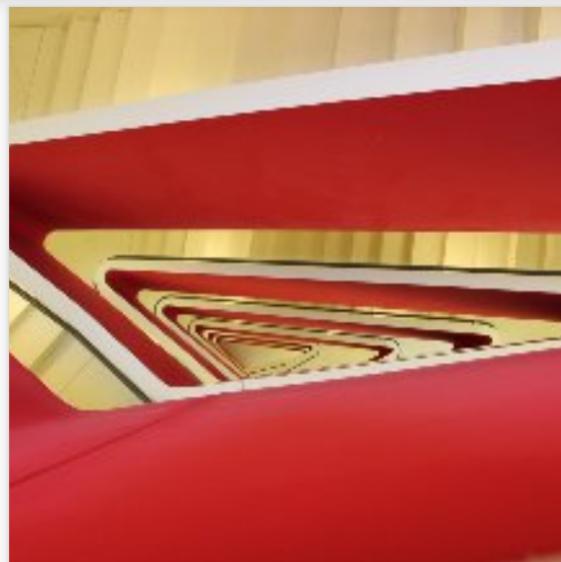
4 selected

OPEN



IMG\_8548.JPG

5.29 MB Aug 6



IMG\_8569.JPG

5.92 MB Aug 6



IMG\_8584.JPG

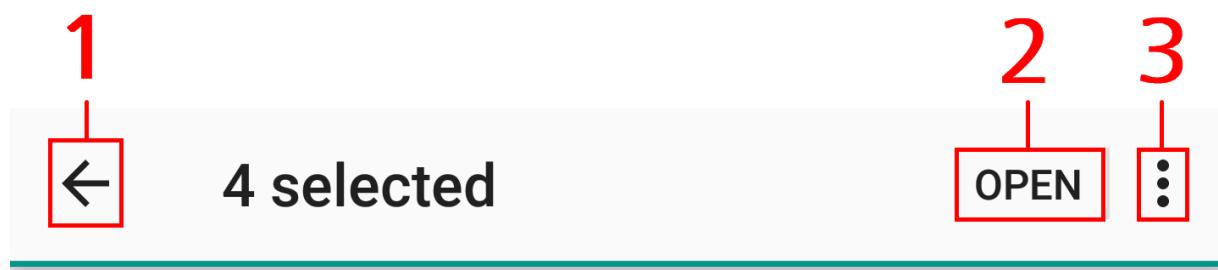
5.19 MB Aug 6



IMG\_8555.JPG

6.47 MB Aug 6

The file selection menu bar opens.



1 Arrow icon: Tap here to discard your file selection.

2 Open: Clicking this button files the selected files in the *Outbox*.

3 Select all: Selects all files in the current directory.

2. Tap *Open* to file the selected files in the ELO Connect Outbox.

#### Result

The selected files are added. The app switches to the Outbox.

### Remove files from the Outbox

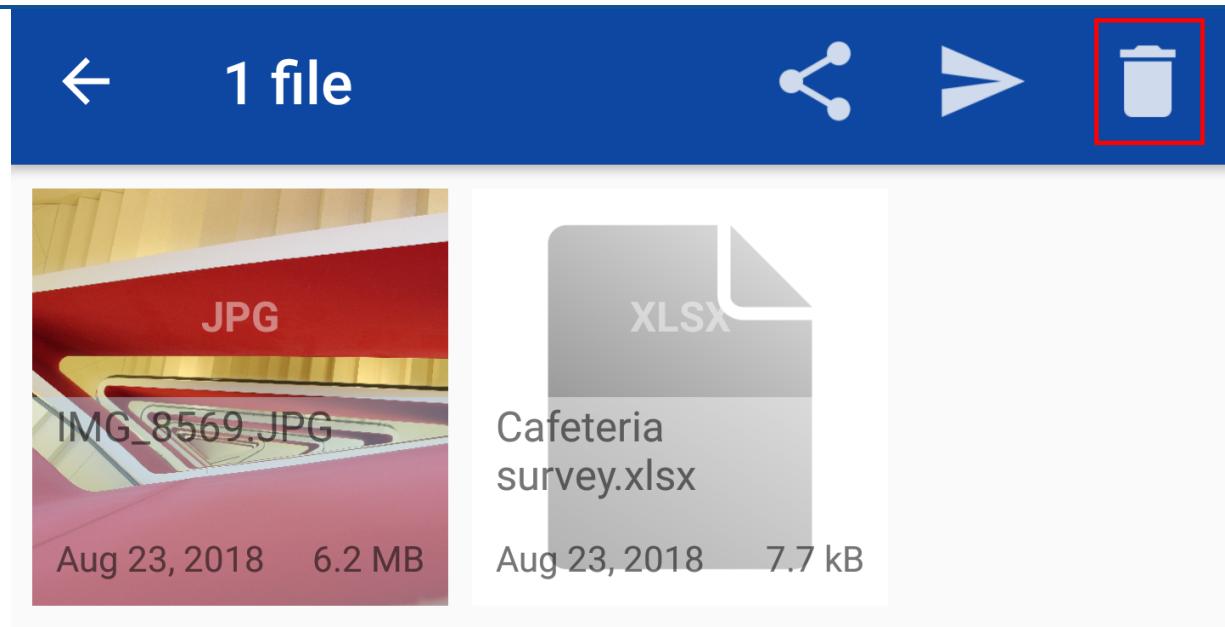
You can remove files from the *Outbox* area as follows:

#### Requirements

- You need at least one file or document that you want to remove from the *Outbox* area.
- The file or document will be referred to as the file in the following.

#### Method

1. Navigate to the *Outbox*.
2. Select a file. Multiple selection is possible.



3. Tap the *Recycle bin*.

#### Result

The selected file is removed from the *Outbox* area.

### Transferring files with ELOoffice or the ELO Java Client

You want to transfer files from your device to your ELOoffice or ELO Java Client repository.

#### Requirements

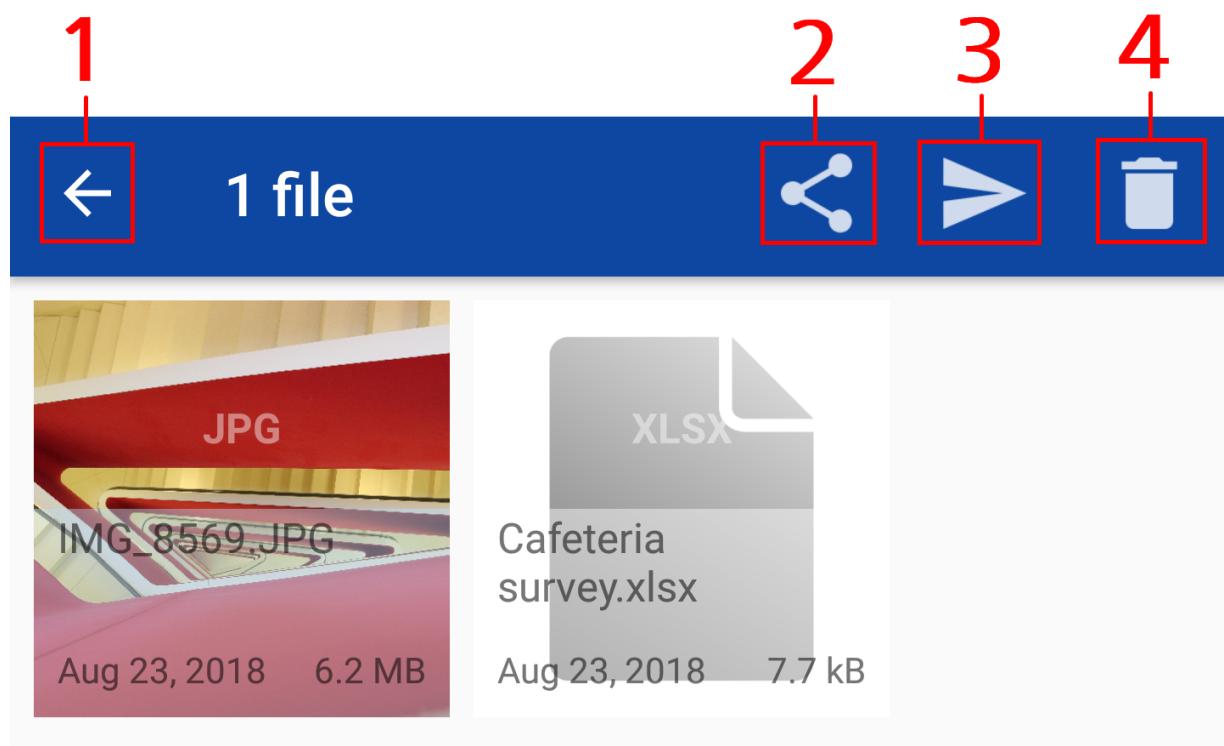
- You need at least one file or document that you want to transfer to your ELOoffice or ELO Java Client repository. The file or document must be in the ELO Connect *Outbox*.
- The file or document will be referred to as the file in the following.

#### Method

1. Navigate to the *Outbox* area.
2. Select the file you want to transfer to ELOoffice or the ELO Java Client.

#### Information

Multiple selection is possible. Files that have been selected are shown with a light blue background in the file icon.



Additional functions appear on the menu bar.

1 Arrow icon: Tap here to discard your selection.

2 Share icon: Opens the selected file in another app. The corresponding app is opened automatically depending on the file type.

3 Send icon: Transfer the selected files to ELOoffice or the ELO Java Client.

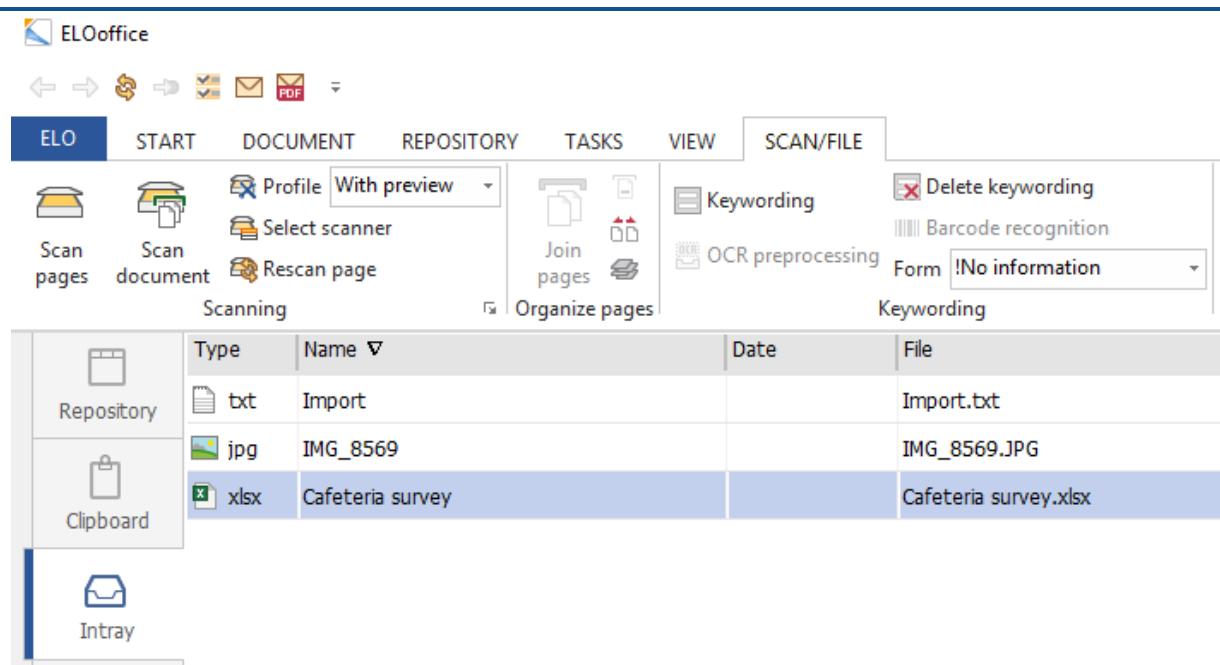
4 Recycle bin: Remove the selected file from the ELO Connect Outbox.

The metadata in the file thumbnail contains the following information:

- File name and file type
- Date added to the Outbox
- File size

3. Open ELOoffice or the ELO Java Client on your computer.

4. Tap *Send*.



## Result

Once the transfer is complete, the selected file is shown in the *Intray* or the folder currently open in ELOoffice or the ELO Java Client.

For successful file transfers, you will briefly see a message *Upload successful* in the ELO Connect *Outbox*.

### Information

If you have selected the *To current folder* option in the *Filing* area of the ELO Connect *configuration*, the transferred file is assigned the *Basic entry* keywording form by default.