



Xerox[®] Mobile Client for DocuShare[®] User Guide



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Get started

To get started using the Xerox Mobile Client for DocuShare, you first need to set up an account for your DocuShare server. After opening the Mobile Client, you see the main navigation buttons at the bottom left of the screen.



Documents: Navigate and view folders and documents on the server.



Search: Search the entire server.



Downloads: View the documents currently stored on the device.



More: Display additional actions, such as Manage Accounts, Settings, and About.

Set up your account

1. Tap **More**, and then tap **Manage Accounts**.
2. Tap **+**.
3. Enter your account information. The server-specific information is provided via the DocuShare Web UI. Open a browser, go to your DocuShare site, log in, and click **Mobile Client Settings** under **Related Links**.
4. Tap **Save**.
5. Repeat these steps to set up accounts for additional servers.

Note: If you are unable to set up an account, contact your DocuShare administrator to find out if the server is set up for use with the Mobile Client app.

Configure your settings

The settings let you change the way you work with the Mobile Client. Tap **More**, and then tap **Settings**.

General Settings

Use Relative Date: Select ON if you want to display relative dates (7 days ago) under folder and document titles. Otherwise, absolute dates are used; for example, May 11, 2013, 12:30 PM.

Use Download Cache: Select ON to use a download cache. When a document is viewed multiple times in the same session, it will not be downloaded each time. Instead, the document will be held in cache. The cache clears each time the Mobile Client starts.

Full Text Search: Select ON if you want to use full text search (search document content and properties). Otherwise, queries search document titles only.

Advanced

Reset On Next Start: Select ON to reset to the factory defaults on the next start.

Application Session

The Application Session settings are only used for accounts set up without a password.

Forget Password: After logging in, the Mobile Client 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 the Mobile Client to forget your password when you leave the app (the session becomes inactive).

Diagnostic Data

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

Use the Mobile Client

After you set up an account for your DocuShare server, you can use the Mobile Client to:

- Find and view documents
- Upload new versions of documents and other content
- Email and print documents
- View and edit document and folder properties
- Download documents for offline viewing

Navigate folders

Tap a server name and then tap **Documents** to view the top level folders on the server. Continue tapping folders to navigate and locate content. Return to the previous folder by tapping the folder name displayed in the upper left corner of the screen.

To update the contents of the server or a folder, pull down the document list and release to refresh.

What you can do

When you are in a folder, tap **+** to access these actions:

Create Folder: Create a new folder on the server.

Upload: Upload documents to the server from Downloads, photos, or videos.

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

Record Audio: Record and upload an audio file.

Work with documents

After you navigate to a document you want to view, tap the document to open it.

What you can do

Tap  to access these actions:

Open In: Open the document in a compatible application on your device.

Upload New Version: Select a document from your Downloads to upload as a new version of the document.

Email: Email the document as an attachment.

Download: Download the document to your Downloads for offline viewing.

Print: Print to a compatible Apple AirPrint® printer.

More document actions

When viewing documents in a folder, you can perform additional actions on one or more documents.

Tap the **Edit** button, tap the circle displayed to the left of each document you want to edit, and then tap the **Actions** button to access these actions:

Download: Download the documents to Downloads.

DocuShare Print: Print the documents using DocuShare Print and a Xerox Mobile Print Solution-enabled printer. You will receive an email message with a confirmation number for printing the documents.

DocuShare Email: Email the documents using DocuShare Email. Email the documents as attachments, links, or a single zip file.

Delete: Delete the documents.

Note: You can also delete a folder using the Delete action.

View and edit properties

You can view and edit the properties of documents and folders. Navigate to the folder or document whose properties you want to view and edit. Tap the  icon displayed to the right of the object to view properties. Tap the **Edit** button to change any property values.

Search for documents

You can search for documents on the entire server or within a folder.

To search the entire server: Tap the **Search** navigation button. Then enter your search term in the Search box.

If you have more than one account, tap the server you want to search. To switch to another server, tap the arrow displayed to the right of the server name, tap the server you want, and tap **Save**.

To search a folder: Tap the **Documents** navigation button, navigate to the folder in which you want to search, and enter your search term in the Search box.

Manage downloads

Documents appear in Downloads when you do any of the following:

- Download a document from a folder on the DocuShare server
- Save a document to the Mobile Client from another app
- Save an edited DocuShare document back to the Mobile Client after using Open In

What you can do

Tap the **Edit** button, tap the  icon displayed to the left of the document you want to delete, and then tap the **Delete** button.