# Colligo Briefcase 3.6.1

for Good Technology

User Guide iPad



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# Introduction

Welcome to Colligo Briefcase for Good Technology, the enterprise solution for SharePoint access from your iPad, iPhone, and iPod Touch – integrated with Good Dynamics secure technology.

Colligo Briefcase lets you securely store, sync, view, edit, and find SharePoint content on your iPad, iPhone or iPod Touch. Access and share files, lists, images, documents and emails. Synchronize SharePoint content to your iPad, iPhone or iPod Touch automatically, for instant access, even when offline. Colligo Briefcase is as easy to use as consumer file-sharing applications, encouraging SharePoint adoption while ensuring the security of your enterprise content.

- View SharePoint files directly on your iPad and iPhone, including Office (Word, Excel, Outlook, PowerPoint) documents, PDFs, images, emails and more
- Keep SharePoint content offline for fast access, even when you are not on the network
- Share files easily using links
- Find your content fast with powerful search
- Open and edit files in applications such as Documents to Go or GoodReader
- Upload files and photos to SharePoint
- View and edit document and file properties, including metadata
- Enter and submit InfoPath forms, with support for signatures
- Choose content type and enter metatada when uploading items
- Secure access to Briefcase using passcode protection

Extensive "smart caching" capabilities let you download only the content you need, reducing device storage requirements. Sync specific libraries or lists from SharePoint. You can also set alerts to monitor changes to files or folders in SharePoint. Colligo Briefcase works with your current SharePoint 2007, SharePoint 2010, or Office 365 sites, and doesn't require anything to be installed on the server.

Colligo Briefcase works seamlessly with all of Colligo's email management solutions for desktops, laptops, and smartphones, to provide the only unified, centrally-managed, enterprise-class solution for email and document management in SharePoint, including online and offline access, on-premise or in the cloud.

# **Good Dynamics**

Colligo Briefcase for Good integrates with Good Dynamics to provide these additional capabilities:

- VPN-less access: no need to use a VPN to access corporate SharePoint sites that would otherwise
  require it
- End-to-end encryption of data in transit between mobile clients and application servers
- SharePoint data is stored on the device in a separate secure container, which can be remotely wiped by an admin without wiping the whole device
- Encryption with AES cypher technology, which protects both stored data and data that's travelling between the client and the server
- AppKinetics, Good Technology's patent pending application-to-application secure data exchange, ensures consistent and constant information protection as mobile apps communicate with one another.
- Data leakage prevention (copy/paste from Briefcase to other applications is disabled and "Open In" functionality is locked down to other Good Dynamics applications)
- Enforcement of password policies
- Tools to enable enterprises to deploy Briefcase for Good to users quickly and easily.

# Benefits

- Provides a quick and easy-to-understand touch interface to SharePoint
- Ensures access to the very latest documents and information
- Reduces distribution of paper documents
- Keeps mobile users productive
- Gives offline access to documents, reducing network and data plan usage
- Allows mobile workers to fill in and submit electronic forms, reducing the need for paper-based forms and expediting business processes
- Reduces the need for laptops for document viewing and presentations
- Drives user adoption of SharePoint by improving ease of use

# **Devices Supported**

NOTE: All devices require iOS6 or higher for Briefcase for Good

- iPad (2<sup>nd</sup> generation or higher) or iPad Mini with WiFi (3G/4G optional)
- iPod Touch 4th Generation
- iPhone 3GS and above

# **SharePoint Platforms Supported**

- SharePoint 2013
- SharePoint 2010
- SharePoint Online (Office 365)
- SharePoint 2007 (MOSS and WSS 3.0)

# **Colligo Administrator**

Colligo Briefcase for Good works seamlessly with Colligo Administrator, a server-based console tool for the configuration and management of Colligo's desktop and mobile applications. Colligo Administrator enables organizations to:

- Centrally configure all Colligo Briefcase user settings on the iPad/iPhone/iPod
- Push out SharePoint sites and document libraries with zero user interaction
- Monitor SharePoint and Colligo Briefcase usage via reports and metrics (future)
- Reduce deployment time and streamline the provisioning of enterprise iPads/iPhones/iPods

# **Overview**

This user guide explains how to use Colligo Briefcase for Good on iPad. View the user guide in Colligo Briefcase on an iPhone or iPod for instruction on how to use Colligo Briefcase on those devices.

In the rest of this document, references to "Colligo Briefcase" shall be understood to refer to Colligo Briefcase for Good.

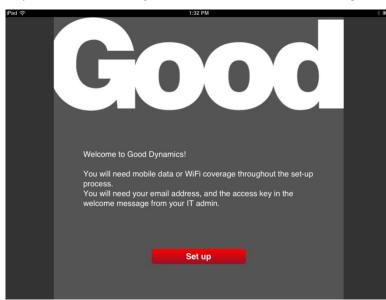
# **Colligo Briefcase for Good Technology**

If you have Colligo Briefcase for Good, you do not need to use VPN to access corporate sites that would normally require this.

Your IT administrator can configure the app so the following may be true:

- A user password may be required with specific requirements around the characters and occurrences of the password.
- Your password may be required every time you launch the Briefcase app.
- Copy and paste functionality from Briefcase to other applications may be disabled.

When you first launch Colligo Briefcase for Good, the following screen displays:



1. Tap Set up.



#### The following screen displays:

- 2. Enter your email address and the15-digit access key contained in the email you received from the Good Mobile Administrator.
- 3. The next several screens display the activation of your installation.
- 4. The final screen asks that you create a new personal password:



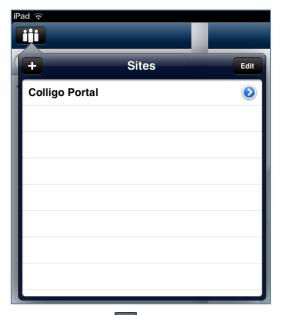
5. Each time you launch Briefcase you will need to enter this password.

# **Managing SharePoint Sites**

Colligo Briefcase lets you add, edit, and remove SharePoint sites.

# Adding a Site

1. Tap the sites icon **iii** to display your list of sites:



Tap the plus icon +.
 The Add Site dialog displays:

Cancel	Add Site	Done					
Site Informa	tion						
URL Exa	ample: http://server/workspace						
Authenticati	on						
User Name	User Name Required						
Password	Password Required						
Domain	main Optional						
Advanced S	ettings	>					

3. In **URL** field, enter the web address of the SharePoint site you want to add. You can type or copyand-paste the address. This field validates the URL you enter, so you cannot enter an incomplete or unqualified URL.

**NOTE:** the format of the URL must match the SharePoint server URL.

If you require a fully qualified URL, you may need to define alternate access mappings for it.

- 4. In the Authentication section, enter your User Name, Password, and Domain for the site. *NOTE*: the Domain field displays only if needed.
- 5. Tap **Advanced Settings** to configure the following options:

B	ack	Advanced Settings	
	Settings		
	Sync Interval		Manually
	Storage Limit		No Sync
	Hide disabled	lists	Use global

- a. Tap the **Sync Interval** field and choose one of the following options to determine the frequency of the sync interval:
  - i. Manually
  - ii. Every Open
  - iii. 15 min
  - iv. 30 min
  - v. Hourly
  - vi. Daily
- b. Tap the Storage Limit field and choose one of the following options:
  - i. No Sync
  - ii. 10 MB
  - iii. 20 MB
  - iv. 50 MB
  - v. 100 MB
  - vi. 200 MB
  - vii. 500 MB
  - viii. 1 GB
  - ix. 2 GB
  - x. 8 GB
  - xi. 16 GB
  - xii. Unlimited

**NOTE:** this setting is different from the **Global Sync Limit** that applies to the entire application (see **Managing Application Settings**). The **Global Sync Limit** setting overrides any individual site storage limits.

- c. Tap **Hide disabled lists** and choose one of the following options:
  - i. If you choose **Use Global Setting**, the setting you have chosen for this item in the **Colligo Briefcase Settings** screen applies to this site; see **Managing Application Settings**.
  - ii. If you choose **Yes**, you are hiding the disabled lists for this specific site.
  - iii. If you choose **No**, you are displaying the disabled lists for this specific site.
- 6. Tap **Back** to return to the **Add Site** screen.

#### 7. Tap Done.

The site syncs and then displays the following dialog:



8. Tap to select or deselect a list or library that you want to sync. Tap the checkmark at the top of each list to select all or deselect all.

The following lists are disabled by default and need to be enabled manually:

- a. Site Pages
- b. Site Assets
- c. Style Library
- d. Form Templates
- 9. Tap the 🕑 icon beside a selected list or library to display the following screen:

Sync Site	Shared Documents	
List		
Store Files	s Offline	

- 10. In the List section, tap **On** or **Off** to **Store Files Offline.**
- 11. Tap Sync Site to return to the previous screen.
- 12. Choose Later or Now to choose when you want to sync the site. If you choose the Later option, you can revisit this dialog and set different sync options.

#### 13. Tap **Done**.

**NOTE**: if you add a site that has not been permitted by your IT administrator, the following error message displays:

Cancel	Add Site	Don
Site Infe	ormation	
URL	http://vs-sharepoint	
Authen		
User Na	Arne This domain has not been	
Passwo	authorized for use in Briefcase by the system administrator.	
Domair	ок	
Setting	s	
Sync In	terval	Manually
Storage	e Limit	Unlimited
Lists to	Sync	

If you need to have site added, contact your administrator.

# Syncing a Site

Depending on your Sync Interval setting, you may need to sync the site to retrieve all the information for the lists and libraries. Until a site is synced, no information or data is available for display.

To sync a site, tap the icon in the bottom right corner:



If this is the first time a site has been synced, all information is downloaded. Colligo Briefcase downloads all data until it reaches the limit you set in the **Storage Limit** option (see step 9 of **Adding a Site**). On the next sync interval, the least recently accessed files are deleted and newer data is downloaded.

The storage limit settings do not include metadata. All metadata for all items is downloaded on the initial sync, but this does not count toward the Storage Limit.

If you are viewing content offline, you cannot view documents that were not synced.

# **Editing a Site**

To access and edit the information for a SharePoint site:

- 1. Tap the sites icon **u** to display your list of sites.
- 2. Tap the blue icon 🕑 beside the site you want to edit: The **Edit Site** dialog displays.
- 3. See Adding a Site for a description of the fields.

**NOTE**: after you have synced a site, if you go into the Advanced Settings screen and tap the **2** icon beside a selected list or library, the settings allow you to choose which views you want to sync:

dvanced Settings Shared Documents	
List	
Store Files Offline	
Sync Views	
All Documents	ON
My submissions	
Approve/reject Items	

# **Deleting a Site**

To delete a site:

- 1. Tap the sites icon iii to display your list of sites:
- 2. Tap Edit.

The Sites display with a red icon beside each top-level site.



3. Tap the red circle icon beside the site you want to delete. The **Delete** button displays beside the site name:



4. Tap the **Delete** button to remove the site from your list.

**NOTE**: sites are deleted at the root level, so all sub-sites are also deleted.

5. Tap **OK** to continue with the removal, or **Cancel** to retain the site.

# **Reordering Sites**

To reorder your list of sites:

- 1. Tap the sites icon it to display your list of sites.
- 2. Tap Edit.
- 3. Tap and drag on the lines to the right of the site name and move the site up or down as preferred. You can reorder top-level sites or sub-sites within a site.

# **Displaying a Site**

To display a SharePoint site you have added, tap the sites icon and tap the site you want to view. The libraries and lists associated with the site display in the left column.

# **Viewing and Previewing Items**

- 1. After you add a SharePoint site, the subsites, libraries, and lists in that site display in the left column of the screen. The bracketed number beside each library or list indicates the number of items in that location.
- 2. To display a subsite, tap the name in the **Subsites** list.
- 3. The libraries and lists for that subsite display and you can choose which ones you want to be synced.
- 4. Tap on any library or list and the items contained in the library or list display in the right column.

NOTE: If the item has a green circle icon, it means the item is synced and is viewable.

If the item has an *orange* circle icon, it means the item has not yet been synced and is not yet viewable.

If the item has a *grey* circle icon, it means the item is not going to be synced for one of the following reasons:

- Global storage limit is set to No Sync
- Site storage limit is set to No Sync
- List set to not store files offline
- File set to not be stored offline
- 5. If there are folders, you can tap the folder to display any subfolders or the items in the folder.

iPad ᅙ		3:	40 PM	* 🖬
<b>iii</b> Colligo Portal		Shared Documents	SPC 2011 Presentations	+
Q		Name 🔺		
Playlists			Word 2007	۷
<b>Favorites</b> Subsites	>	ACME Quote		۲
ili Ben	٥	arma 46 KB		٥
iii Finance	۲	Customer Ad	visory Board Dinner	۲
🎁 Human Resources	٥	Customer Ad	visory Board Dinner	۲
iii Information Systems	0	KB updates		
🏥 Jerry	۷	X	Preview	Details
Libraries	_			
Customized Reports	$\odot$			
Shared Documents	٢			
Lists				
Announcements	0			
Calendar	0			
Contacts	$\bigcirc$			
🧕 Links	٥			
i ¢			in, 2013 3:39:17 PM Ised: 59 MB	Û

The subfolder name displays at the top of the screen [**SPC 2011 Presentations**]. You can tap the back button to return to the previous folder level.

# **Previewing an Item**

To preview an item in a document library, select the item in the library. The **Preview** pane is open by default at the bottom of the screen. The file displays in the pane:

iPad 중		11:58 AM *
Colligo Portal		Shared Documents
Q		Name
Playlists		SPC 2011 Presentations
🚖 Favorites	>	2 liems and 0 tolders
Subsites		Contraction of the second seco
iii Ben	٥	Office2010QA
🎁 BenHenderson	٥	
Libraries		
Customized Reports	٥	
Shared Documents	•	Preview Dennis
Announcements	٥	
Calendar	٥	
Contacts	٥	Microsoft Office 2010 Overview Microsoft <sup>®</sup> Office 2010 offers flexible and powerful new ways to deliver your best work — at the office, at home or at school.
🗔 Links	٥	Create standout reports and presentations with tools that help you capture your ideas more creatively. Stay connected to your projects, even when you're away from your computer, with access to Office files via Web browser or smartphone. <sup>1</sup> Work efficiently with others by charine, edition and reviewing files at the same time — even across georgraphies and time Zones.
🗔 Tasks	٥	With Office 2010, you're in control, gething things done and producing amazing results howere and wherewer you work best.      Express your ideas more visually     Express your ideas more visually     Express your ideas more visually
Team Discussion	٥	Office 2010 opens up a world of design options to help you express your ideas with impact. New and improved picture formating tools, such as color saturation and artistic effects, let you transform your visuals into works of art. And a wide range of new customizable themes and SmartArt <sup>®</sup> graphic
i ¢		Last Sync: Never Space Used: 0 bytes

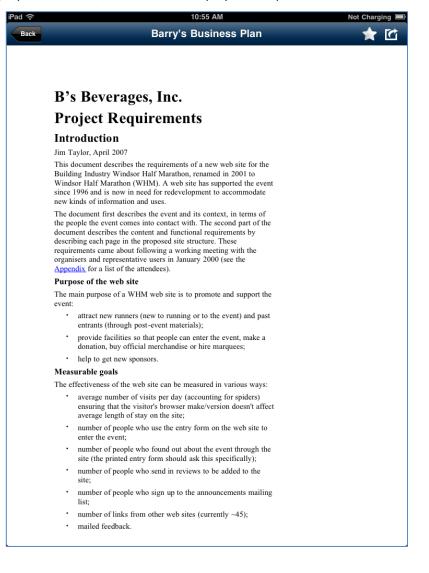
To resize the preview pane, drag the tab up or down.

Tap the **Details** button to view the details of the item.

Tap the **I** icon to display the item on a separate full screen.

### **Viewing an Item**

To view the contents of an item, tap the file name in the list. If the **Preview** pane is open, the content displays there. If not, the contents display on a separate screen:



# **Applying Views and Filters to Lists or Libraries**

You can change the view of your content by applying a view that is configured in SharePoint, or you can filter the content by one or more metadata fields in your local view.

#### **Applying Views**

To filter your view of the items contained in a list or library:

- 1. Tap the icon in the top right corner of the screen. A drop-down list of available views displays.
- 2. Choose your preferred option from the list of available choices:

		*
Tasks		+ 0
1	Views	
	All Tasks	✓
	My Tasks	
	Due Today	
	Active Tasks	
	By Assigned To	
	By My Groups	
	Options	
	Filters	>
	Show Grid View	
l		

**NOTE**: the views available for the list or library are set in SharePoint.

### **Applying Filters**

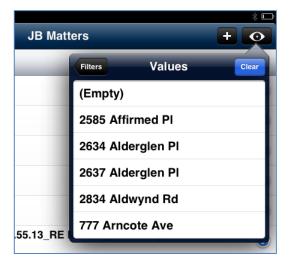
To apply a metadata filter to your content:

- 1. Tap the icon in the top right corner of the screen.
- 2. In the **Options** section, tap **Filters**.

A list of metadata fields that are attached to the list or library displays:



3. Select the metadata type to display the filter options:



- 4. Tap a value to select it and apply that filter to your content.
- 5. Tap a second value if you want to apply multiple metadata filters:

Filters (Empty)	Values	Clear
(Empty)		
2585 Affii	rmed Pl	~
2634 Alde	erglen Pl	
2637 Alde	erglen Pl	
2834 Aldv	wynd Rd	~
777 Arnco	ote Ave	
	2634 Alde 2637 Alde 2834 Aldv	2585 Affirmed PI 2634 Alderglen PI 2637 Alderglen PI 2834 Aldwynd Rd 777 Arncote Ave

The check mark icon indicates which values are being used as filters. To set new filters, tap the **Clear** button.

6. You can also add a second filter; the filter icon indicates which metadata fields are being used:



Tap the **Clear** button to clear any filters to the content.

**NOTE**: if you navigate away from the library or list that you have applied filters to, the filters no longer apply to your content.

# **Viewing Attachments in Lists**

If a list item contains an attachment, a paperclip icon displays in the list view:

iPad 🗢			11:38 AM	* 🖿
Colligo Portal			Announcements	+ 💽
Q		Nam	le	
Playlists			Product Release	>
★ Favorites	>	Ø.	-	
Subsites		Ę	Get Started with Microsoft SharePoint Foundation!	>
iii Finance	٥			
🎁 Human Resources	٥			
ii Information Systems	٥			
Libraries				
Customized Reports	٥	••		
Shared Documents	٥			
Lists				
Announcements				

The attachment is accessible from the metadata screen. Tap the icon at the end of the row to display the item's properties.

The **Properties** screen displays:

(î	11:07 AM	∦ 35%.
Back	Properties	\star 🖸
Announcemer	nt	
Product	Release	
0 Items	0 bytes	
ON Sy	nc Documents and Attachments	
Last Update		
Modified By		
Modified	28 March, 2012 10:55:44 AM PDT	
Properties		Edit
Title	Product Release	
Body		
Expires	<u>1 March, 2012</u>	
Attachments		Edit
reference-carc	1.pdf	
	Delete Item	
	Delete term	

Any attachments display in list form in the **Attachments** section. To view the content of the attachment, tap the file name to display the document in a separate screen.

### **Deleting Attachments**

To delete an attachment in a List:

- 1. Tap the **Edit** button.
- 2. Tap the red circle to display the **Delete** button:

Att	achments	Done
0	reference-card.pdf	Delete

3. Tap **Delete** to delete the attachment or tap done to cancel the deletion.

**NOTE**: you can only delete attachments from List items. Attachments that are filed to Libraries as part of an email (.msg file) cannot be deleted.

# Viewing, Editing, and Creating InfoPath Forms

Colligo Briefcase supports the creating, viewing, and editing of InfoPath forms in both libraries and lists.

NOTE: InfoPath Forms are not available for viewing or editing when offline.

In this release of Colligo Briefcase for Good, you can view and edit InfoPath forms, but cannot create them. Contact Colligo for more information.

#### Viewing or Editing InfoPath Items

To view and edit the contents of an InfoPath form:

1. Select the item to display the form on a new screen:

iPad 중 2:47 PM	🖇 52 % 🖾
Back	1 🖆
Edit	
Submit Save Save Close	
Commit	
Colligo Purchase Order	
Purchase Order	
Furchase Order	
Order Number #00012	
Status Approved v	
Date raised 29.06.2012	
Vendor	
Currency Select v	
Order Items	
No         Description         Qty.         Unit Price         Extended Price         Expense Account           1         Consulting         2         \$500         \$1 000	

2. Edit as needed and tap Save.

InfoPath Forms in lists display as all other list item types, showing the item details in list form:

iPad 🥱	ſ.	11:27 AM	🕸 % 🔳
Back		Properties	🖈 🗹
	Item		
	2588		
	ON Sync D	ocuments and Attachments	
	Last Update		
	Modified By	corporate\jsidhu	
	Modified	23 May, 2012 5:36:49 PM PDT	
	Properties		Edit
	Title	2588	
	PersonPicker	corporate\jsidhu	
	Status		
	DateRaised		

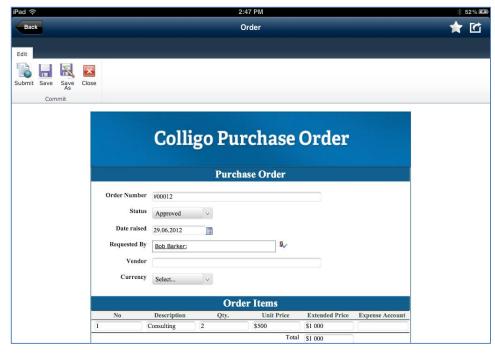
You can edit the fields by tapping the **Edit** button. For more information about editing InfoPath form properties, see **Viewing and Editing Item Properties**.

#### **Creating New InfoPath Form Items**

If you try to add a new form to a library when you are offline, an error message displays. However, if you try to add a new form to a list when you are offline, you are able to fill out the item metadata, which will be uploaded when you are online again.

To create a new InfoPath form item:

 Tap the icon in the InfoPath form list or library. For Lists, select List Item from the available actions. The InfoPath form displays on a new page:



2. Edit as needed and tap **Save**.

# **Viewing and Editing Item Properties**

To view and edit the details of an item in a List or Library, tap the blue icon 🕑 beside the item file name. The item's details display in a separate screen:

iPad ᅙ	10:37 AM	* 96% 🗖
Document Preview	Properties	📩 🖈
Document		
Excel file		
XLSX file	16.7 KB (17051 bytes)	Available for check out: YES 🔽 Checked out by:
ON Syna	c Documents and Attachments	Check Out
Last Update		
Modified By	Tessa MacKinnon	
Modified	21 March, 2012 3:17:55 PM PDT	
Properties		Edit
Name	Excel file.xlsx	
Title	Excel file.xlsx	
Description		
	Delete Item	

Tap the star icon 📩 to add the item to a Playlist.

Tap the action icon for the item. The options are dependent on the file type and the configuration of your iPad. For more information, see **Sharing Items**.

#### **Viewing Item Details**

In the **Document** section, you can see the file type, name, and size. In the **Last Update** section, you can view the name of the person who last edited the item, and the date it was last modified.

#### Syncing an Item

In the **Document** section, you can enable syncing for the item and any attachments by choosing **ON** or **OFF**. If you choose **OFF**, the item is no longer viewable offline.

#### Checking an Item Out/In

To check an item out, tap the **Check Out** button in the **Document** section. The Check Out icon is overlaid on the item in the SharePoint site so other users know you are editing it. If you have checked an item out, the option to **Check In** displays. However, you can't check a document in if you didn't check it out. **NOTE**: you cannot check out items in Lists. The Check Out option displays only for items in Libraries.

#### **Deleting an Item**

To delete an item, tap the **Delete Item** button. A confirmation dialog displays, asking for confirmation of the deletion. If you choose **Yes**, the item is tagged with a Deleted icon:

2 MB
------

These items are deleted on your next sync.

If you return to the item's **Properties** screen before you have synced the change, you can cancel the deletion by tapping the **Cancel Delete Item** button.

#### **Editing Item Properties**

In the **Properties** section, you can view the item properties. These properties are defined in SharePoint. To edit, tap the **Edit** button. The fields become editable:

Properties	Done
Name	Excel file.xlsx
Title	Excel file.xlsx
Description	
Name	Excel file

Edit the fields as needed and tap **Done**. The changes are uploaded to SharePoint during your next sync.

All SharePoint property types are supported in Briefcase and different interfaces display depending on the type of property. The following are some of the editing methods available depending on the type of property:

- If the field is text based, the keyboard displays
- If the field is Yes/No, tap once to toggle between them
- For date fields, tap once to display the following and scroll to the preferred date:

Number (.000)	2010	April	13
Number (%)	2011	Мау	14
Number (Default 42)	2012	June	15
Currency (Canada\$)	2013	July	16
Currency (UK)	2014	August	17

• For Date and Time fields, tap once to display the following and scroll to the preferred date and time:

Date &		june, 2	2012 12	2:00:37	
Date	Tue 12 Jun	10	58		
Date	Wed 13 Jun	11	59	AM	
Look	Thu 14 Jun	12	00	PM	
Look	Fri 15 Jun	1	01		
Нуре	Sat 16 Jun	2	02		

• For Hyperlink fields, tap once to display the following fields:

Web Address Description	R
Hyperlink (Picture)	

• For Managed Metadata, tap once to display the following list:

Number (Delaun	142
Currency (Canad	Single Choice
Currency (UK)	Dodge
Date	Avenger
Date & Time	Caliber
Date (default To	Challenger
Date (default 1/1	Charger
Lookup (custom	Nitro
Lookup (Multi)	Ram
Hyperlink	Fiat
Hyperlink (Pictur	500
Yes/No (default	Abarth
Managed Meta D	Pata

# **Viewing Item Properties in Grid View**

Colligo Briefcase offers a grid view of all items in a list or library so you can see all metadata for all items at the same time.

To display this view:

1. Click the 2 icon in the top right corner of the screen:



2. From the **Options** menu, select **Show Grid View**. The metadata displays in the grid view:

		Shared Document	s	+	0
Туре	Name	Content Type	Title	Created	
msg	1913, distributeur Bo	Email	Offre Privilège : Chan	16 May, 2012	
xls	1_1_Landing pages	Document	Landing pages.xls	18 May, 2012	
xls	1_Landing pages Ne	Document	Landing pages.xls	18 May, 2012	
xls	1_Landing pages Ne	Document	Landing pages.xls	3 May, 2012	
msg	Bill England_27Mar1	Document	RE: ojfofin	5 April, 2012	
msg	Bob Barker_05Jul11	Document	FW: Microsoft Partne	5 July, 2011	
msg	Bob Barker_19Jul11	Document	Test Email	19 July, 2011	
msg	Bob Barker_19Jul11	Document	test	19 July, 2011	
msg	Bob Barker_22Jul11	Document	Send & File test	22 July, 2011	
msg	Bob Barker_22Jul11	Document	FW: Send & File test	22 July, 2011	
msg	Bob Barker_23Jun11	Document	RE: WPF and Silverli	24 June, 2011	
msg	Bob Barker_24Jun11	Email		24 June, 2011	
msg	Brad Wilde (Demo)	Document	Test	3 April, 2012	
		Preview			

You can scroll back and forth to view all metadata columns. The metadata columns are defined in the SharePoint list or library.

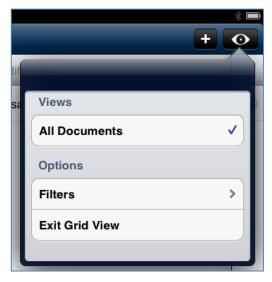
Tap the 🕑 icon to view the details for that item.

28/11/2013

Tap the item name to display the item contents on a separate screen.

You can apply views and filters in the grid view. For more information, see **Applying Views and Filters to Lists or Libraries**.

To exit grid view, choose the **Exit Grid View** from the menu:



#### **Editing Item Properties in Grid View**

While you are looking at a library's item in grid view, you can edit the properties.

To do so, tap the field in the item line to select it, then double-tap to edit. **NOTE**: not all properties are editable in grid view.

# **Sharing Items**

After you have selected an item and the item content is displayed you can tap the action icon icon icon display the contextual actions available for items of that type. Not all actions are available for all items. Libraries and Lists have different options:



If you are using Colligo Briefcase Enterprise, some of the action items may be disabled by Colligo Administrator. These include Open In..., Email as Attachment, and Print. This is a security feature available to prevent external sharing of documents.

# **Opening and Editing an Item**

Choose the **Open In...** option to display a list of programs that support that file type. You must have programs compatible with the document type for this option to display. Examples of applications you may want to use include Documents to Go, for viewing and editing Microsoft Office documents, and GoodReader for Adobe Acrobat documents.

**NOTE**: In Briefcase with Good Dynamics, you are only permitted to open documents in other Good Dynamics enabled applications.

After you have opened and edited a document, you can upload it back to SharePoint using Briefcase. Please see Error! Reference source not found. for more information.

Some of the apps that you choose to open an item in may not function because they are not on the list of approved apps set in Colligo Administrator. Contact your system administrator to have an app added to the list.

# Copying a Link to the Item

Choose the **Copy Link** option to copy the link to the item's location in SharePoint. You can then paste this link into a document or email as needed.

#### **Emailing the Item as an Attachment**

This feature is only available if you have a Good-enabled email client.

Choose the **Email as Attachment** option to launch a new email with the item embedded as an attachment. You must have an email program present on your iPad for this option to display:

iPad 🔶	11:24 AM	Not Charging 🔳
Cancel	Briefcase File	Send
To:		
Cc/Bcc:		
Subject: Briefcase File		
Please find the attached file.		
W Barry's BusiPlan.docx		
Sent from my iPad		

### Emailing the Item as a Link

This feature is only available if you have a Good-enabled email client.

Choose the **Email as Link** option to launch a new email with a link to the item in SharePoint. You must have an email program present on your iPad for this option to display.

iPad ᅙ	11:24 AM	Not Charging 💻
Cancel	Briefcase Link	Send
To:		
Cc/Bcc:		
Subject: Briefo	case Link	
http://sp2010r	c.corporate.local/Shared%20Documents/Barry%27s%20Business%2	0Plan.docx
Sent from my	iPad	

# **Printing the Item**

Choose the **Print** option to print the item. This option displays only for PDF and image files, and you must have Air Print enabled on your iPad.

# **Viewing Details**

Choose the **View Details** option to view the item properties. See **Viewing and Editing Item Properties** for more information.

### Go to Folder

For List items, choose the Go To Folder option to return to the item's List location.

### **Open In SharePoint**

For List items, choose the **Open in SharePoint** option to launch the online view of the list.

### Approving or Rejecting an Item

If the SharePoint library your item is in has an approve/reject field, you can select **Approve/Reject** from the action item menu.

**NOTE**: this option is only available for items that are in a Pending state.

The Approve/Reject dialog displays:

ĉ		2:06 PM		
k		Properties		*
Document				
Photo			Available for check ou	
	2.6 MB (2713100 bytes)		Checked out by	
ON Sync I	Documents and Cance	Approve / Reject	Update	Check Out
Approval Status	Pending App	proval Status		
Last Update		Approved Rejected	Pending	
Modified By	corporate\js Con	nment		
Modified	30 January,			
Properties				Edit
Name	Photo.jpg			
Title				
		Delete ttelli		

Enter any comments you might have and tap the appropriate label in the **Approval Status** bar:

- $\circ$  Approved
- Rejected
- Pending

# **Uploading Items to SharePoint**

To upload an item to SharePoint through Briefcase:

1. Choose **Briefcase** from the native application's **Open In** menu:

2:16 PM Details	* 15 Open I
	Open In
	Briefcase Pro
	Sign-N-Send Free
	OfficeDrop
	💕 Spot Docs

2. Briefcase launches, with the **Choose a destination** dialog displayed:

Choose a destination	Cancel
File: Excel file.xlsx	
Sites Colligo Portal	
Libraries	
Customized Reports	>
Shared Documents (40)	>
Lists	
🟹 Announcements (2)	>
Calendar (1)	>
🕞 Tasks (2)	>
🕵 Team Discussion	>
Create Folder Add New	Version

- Navigate to the List or Library you want to file the item to.
   NOTE: If you are saving an item to a library, you are uploading it as its own item. If you are saving it to a list, you are attaching it to a list item.
- 4. To create a new folder in a Library, tap the **Create Folder** button and enter a name for the folder in the **Create a Folder** dialog.
- 5. If a library has versioning enabled, you can tap **Add New Version**. If you do not want to add a new version of the same document, you need to rename it before uploading it.
- 6. Tap **Upload**.

The **Properties** screen displays, reflecting the fields that have been set up in the SharePoint library you are uploading the item to:

#### **Colligo Briefcase iOS for Good Technology**

Content Type     Document       Name     ACME Sales Numbers.xls       Title	Propertie	Email Docum	ent 🗸
Title       People or Groups	Content Ty	rpe	Document
People or Groups	Name		ACME Sales Numbers.xls
	Title		
Managed Metadata	People or 0	Groups	
	Managed M	Vetadata	

- 7. Tap the **Content Type** field and choose the preferred option (if displayed). The fields that display may change according to the Content Type chosen.
- 8. Enter any information about the item in the appropriate fields.

#### 9. Tap **Done**.

The item is uploaded to the SharePoint location.

If you are offline, the file is uploaded on the next synchronization.

**NOTE**: if your SharePoint site has versioning enabled, you can save the document as a major or minor version to the library.

# Uploading a Photo from the Camera

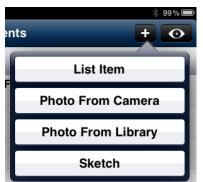
To upload a photo from the iPad camera:

1. Tap the **t**icon and choose either **Photo From Camera** or **Photo From Library** from the menu. **NOTE**: the menu differs depending on whether you are in a list or library:

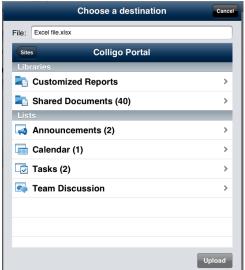
Action menu for Libraries:



Action menu for Lists:



- 2. If you choose Photo From Camera, the iPad camera launches.
- 3. Take the photo and tap the **Use** button in the bottom right corner.
  - The **Choose a destination** dialog displays:



- 4. Navigate to the site List or Library where you want to save the photo. NOTE: If you are saving a photo to a Library, you are uploading it as its own item. If you are saving a photo to a List, you are attaching it to a list item.
- Tap Upload or Attach.
   The Properties screen displays, reflecting the fields that have been set up in the SharePoint library you are uploading the item to.
- 6. Tap the **Content Type** field and choose the preferred option (if displayed). The fields that display may change according to the Content Type chosen.
- 7. Enter any information about the item in the appropriate fields.
- 8. Tap Done.

The photo is uploaded to the SharePoint location. If you are offline, the file is uploaded on the next synchronization.

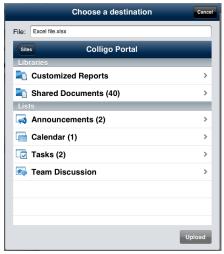
## Uploading a Photo from the Library

To upload a photo from the iPad library:

1. Tap the **t**icon and choose **Photo From Library** from the menu. The **Photos** menu displays:

Announcemen	nts	* 31 % 📼
t SharePoint	Photos	
	Camera Roll (35)	
L		

2. Navigate to the preferred image and select it. The **Choose a destination** dialog displays:



Navigate to the site List or Library where you want to save the photo.
 NOTE: If you are saving a photo to a Library, you are uploading it as its own item. If you are saving a photo to a List, you are attaching it to a list item.

#### 10. Tap **Upload** or **Attach**.

The **Properties** screen displays, reflecting the fields that have been set up in the SharePoint library you are uploading the item to.

- 11. Tap the **Content Type** field and choose the preferred option (if displayed). The fields that display may change according to the Content Type chosen.
- 12. Enter any information about the item in the appropriate fields.

#### 13. Tap **Done**.

The photo is uploaded to the SharePoint location. If you are offline, the file is uploaded on the next synchronization.

## **Uploading a Sketch**

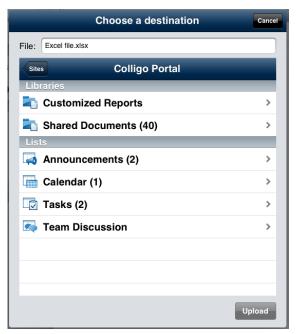
To create and upload a sketch to a SharePoint location:

1. Tap the **t**icon and choose **Sketch** from the menu. The **Add Sketch** dialog displays:



- 2. Complete your sketch.
- 3. Tap Done.

The **Choose a destination** screen displays:



- 4. Navigate to the Site, List, or Library you want to file the item to.
- 5. If you want to create a new folder in a Library, tap the **Create Folder** button and enter a name for the folder in the **Create a Folder** dialog.
- 6. Tap Upload.
- 7. The **Properties** screen displays, reflecting the fields that have been set up in the SharePoint library you are uploading the item to.
- 8. Enter any information about the item in the appropriate fields.
- 9. Tap Done.

The item is uploaded to the SharePoint location. If you are offline, the file is uploaded on the next synchronization.

# Viewing, Annotating, and Searching PDFs

Briefcase allows you to view, annotate, and search PDFs.

## **Viewing PDFs**

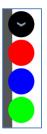
You can view PDFs in either single page mode (horizontal scrolling) or continuous mode (vertical

scrolling). Use the 📃 icon in the bottom right corner to switch to single page mode and 🖹 to switch to continuous mode.

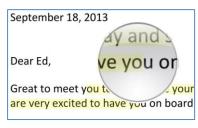
## **Annotating PDFs**

If you want to annotate a PDF, tap the edit *lice* icon on the bottom left corner of the screen. The annotation icons display across the top of the screen.

Tap the draw icon *i* if you want to use the freehand draw tool to mark up the page. You can also change the color of the line by tapping the circle icon and choosing one of the displayed colors:



Tap the highlight icon *i* if you want to highlight a word, sentence, or paragraph. Then select the text you want to highlight by dragging across it with your finger:

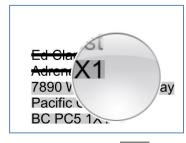


Tap the note icon 🖻 if you want to place a sticky note on the page and enter a comment:



Tap the text icon the tap a location on your document if you want to enter text on the page. You can also change the color of the text by tapping the circle icon and choosing one of the displayed colors.

Tap the strikeout icon fi you want to cross out a word, sentence, or paragraph. Then select the text you want to strike out by dragging across it with your finger:



Tap the erase icon if you want to erase an annotation you have made. Then tap and drag across the annotation that you want to erase with your finger.

You can use the back arrow icon **Solution** to undo any of the annotations you have made at any time.

#### Saving an Annotated PDF

To save your annotated PDF:

- 1. When you have completed your annotations, tap the icon in the top right corner of the screen. From the drop-down menu, choose your save option.
- 2. If you choose Save As, the Choose a destination dialog displays:

Cancel	Choose a destination
File:	Office2010Benefits.pdf
Back	Shared Documents
📄 🗾 Brief	ings >
📄 Imag	jes >
📄 📄 Phot	ios >
📄 Prod	luct Specs >
📄 SPC	2011 Presentations >
Create Fol	der Add New Version

- Navigate to the List or Library you want to file the item to.
   NOTE: If you are saving an item to a library, you are uploading it as its own item. If you are saving it to a list, you are attaching it to a list item.
- 4. To create a new folder in a Library, tap the **Create Folder** button and enter a name for the folder in the **Create a Folder** dialog.
- 5. If a library has versioning enabled, you can tap **Add New Version**. If you do not want to add a new version of the same document, you need to rename it before uploading it.
- 6. Tap Upload.

The **Properties** screen displays, reflecting the fields that have been set up in the SharePoint library you are uploading the item to.

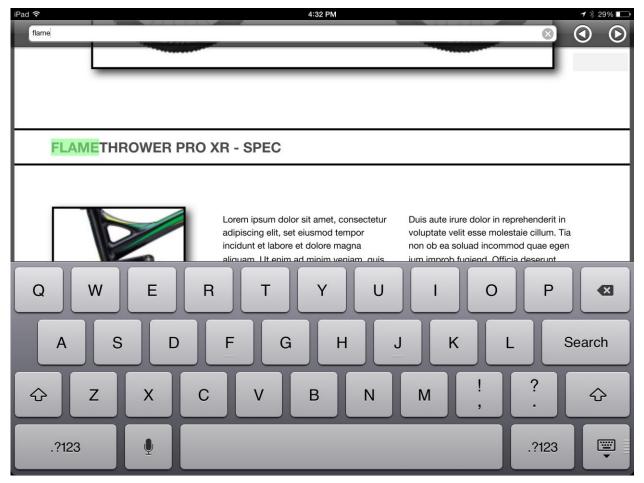
- 7. Tap the **Content Type** field and choose the preferred option (if displayed). The fields that display may change according to the Content Type chosen.
- 8. Enter any information about the item in the appropriate fields.
- 9. Tap Done.

The PDF is uploaded to the SharePoint location. If you are offline, the file is uploaded on the next synchronization.

#### **Searching PDFs**

To search a PDF:

1. Tap the search icon in the bottom middle of the screen. A search field displays at the top of the screen:



- 2. Enter your search term and tap **Search**. Any instances of your search term are highlighted in the PDF.
- 3. Use the back and forth arrow icons  $\bigcirc$   $\bigcirc$  to move between instances.
- 4. Tap anywhere on the PDF to exit search mode.

# **Creating New List Items**

To create a new list item:

- 1. Select the list you want to add a new item to and tap the 📩 button.
- 2. Select List Item from the menu:



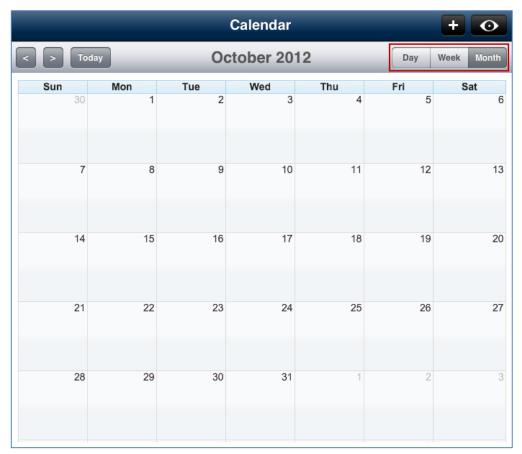
3. A screen launches, displaying the fields related to the list item type you are creating. Fill in the required fields for the task and tap **Done**.

The task is added to the list and to the SharePoint site during your next sync.

## **Viewing Calendars**

Briefcase supports special views for Calendars, presenting a graphical view of a calendar.

To change the view, tap the **Day**, **Week**, **Month** button:



You can also tap a specific day in the Week or Month view, to display the Day view.

If you want to look at Calendar entries as list items, select this option from the following menu:

nd	lar	* ¤ + ⊙
ł	r 2012 Day	Works Month
5	Views	
	Calendar	✓ .
L	All Events	
	Current Events	
L	Options	
	Filters	>
L	Show Grid View	
L	Show as List	
L		

## **Viewing Contacts**

In your contacts list, you can select a contact to see the details:

iPad ᅙ	12:08 PM	* 🗖
Back	МасКау	* 🗹
	Dave MacKay Firestarter	
mobile	(604) 555-7962	
work	(604) 685-7962	
work	dmackay@firestarter.com	
work	1152 Mainland St. Vancouver BC	
	Create New Contact	
	Add to Existing Contact	
	Share Contact	

You can tap on a contact's address and the location displays on the iPad mapping application.

You can tap a contact's email address to launch your mail client:

11:33 AM				
I	Cancel New Message	Send		
<	To: dmackay@firestarter.com			
<b>c</b> c ira	Cc/Bcc:			
gi Of	Subject:			
n fc nju ete ni iag /C Ve an				

# **Managing Playlists**

You can add your frequently viewed items and folders to a Playlist for quick and easy access. You can create subject-specific Playlists to group relevant items and folders together. Playlists are not site specific; the items and folders can be from any of the sites you have downloaded.

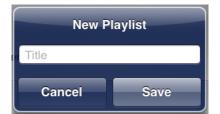
## Adding an Item to a Playlist

To add items you view frequently to a Playlist:

- 1. Tap the item you want to add to a list. A preview of the item displays.
- 2. Tap the Playlist icon 📩 in the top right corner of the screen

	* 🗖
	📩 🌟
Favorites	
Add Playlist	

- 3. From the menu, choose to add the item to an existing Playlist or choose **Add Playlist** to create a new one.
- 4. If you choose Add Playlist, the following dialog displays:



- 5. Enter the name of the new Playlist.
- 6. Tap **Save**.

The new Playlist now displays as an option to add the item to:

	* 📼 🛨 🕅
Favorites	
Presentations	✓
Add Playlist	

7. All lists display under the **Playlists** section on the home screen:

iPad ᅙ	
Colligo Portal	-
Q	
Playlists	
🚖 Favorites	>
+ Presentations	>
Subsites	
iii Finance	٥

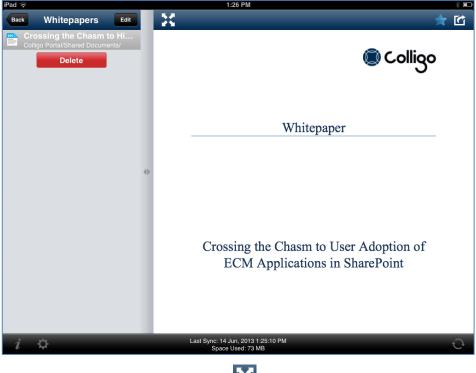
NOTE: For information about adding a folder to a Playlist, see Managing Folder Settings.

## **Viewing Playlist Items**

To view items in a Playlist, tap one of the lists in the **Playlists** section on the home screen:

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resentations	>
Subsites	
iii Finance	٥

#### **Colligo Briefcase iOS for Good Technology**



A list of your items displays, with the selected item content displayed in the preview pane beside it:

To view the item in full screen, tap the 🔀 icon.

## **Editing and Deleting Playlist Items**

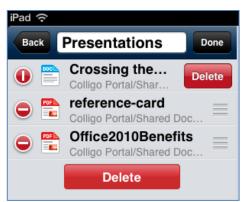
To edit or delete items in a Playlist:

1. Tap the **Edit** button.



The list displays with a red icon beside each item.

Tap the red icon beside the item you want to delete.
 The **Delete** button displays beside the item name:



3. Tap the **Delete** button to remove the item from your Playlist.

**NOTE**: You can also remove an item or folder from a Playlist by tapping the Playlist icon in the item or folder display and tapping the name of the Playlist currently selected. You can also use this icon to associate the item with a different Playlist.

4. To reorder items in a Playlist, tap and drag on the lines to the right of the item name and move the item up or down as preferred.

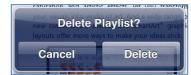
### **Deleting a Playlist**

To delete a Playlist:

1. Tap the **Delete** button at the bottom of the list:



#### A confirmation dialog displays:



2. Tap Delete.

## **Resolving Synchronization Conflicts**

There are three potential scenarios for a conflict to occur in Briefcase:

- 1. **Metadata conflict**: This conflict occurs when there is a difference between an item's metadata on the SharePoint site and the version stored on Briefcase.
- 2. Deletion Conflict: This conflict occurs in two different scenarios:
  - a. When a Briefcase user deletes an item and another user makes changes to the item on SharePoint.
  - b. When a Briefcase user edits an item and another user deletes the item from SharePoint. *NOTE:* In this scenario, the Briefcase file must be synced for the conflict resolution process to occur.
- 3. **File Conflict**: This conflict occurs when two users make changes to the same file at the same time.

Conflicts are detected during synchronization and if any are found, the conflict icon  $\Delta$  displays beside the sync button.

Tap the conflict icon to display the list of sync issues and tap the item you want to resolve:

	Sync Issues Clear A	VII
JBDe	emo	
<u>^</u> N	lerge Conflict	
	Colligo Events_19Apr10 13.01	>
		2

## **Metadata Conflict**

The Conflict Resolution screen displays all conflicted fields marked in red. To resolve the conflict:

- 1. Tap the field that you want to keep (the checkmark icon indicates which property will be saved). If there are multiple fields in conflict, use the **All** button to select all metadata fields for one version.
- 2. When you have made your selection, tap the **Resolve** button in the top right of the screen.

iPad 중 2:44		4 PM	* 6% 💌			
Cancel Conflict Re		Resolution	Resolve			
Metadata fields m there are multiple	Meta data conflict Metadata fields marked in red are in conflict. Tap the field that you want to keep (the checkmark icon indicates which property will be saved). If there are multiple fields in conflict you can use the All button to select all metadata fields for one version. When you have made your selection, tap the Resolve button.					
Your Device	Your Device					
brandenburger-tor-berlin_344.jpg JPG file 33.1 KB (33937 bytes)		brandenburger-tor-berlin_344.jpg JPG file 33.1 KB (33937 bytes)				
Ke	eep all metadata	Kee	ep all metadata			
Last Update		Last Update				
Modified By	Ме	Modified By	Tessa MacKinnon			
Modified	18 April, 2012 11:58:04 AM PDT	Modified	18 April, 2012 12:00:14 PM PDT			
Properties		Properties				
Name	brandenburger-tor-berlin_344.jpg	Name	brandenburger-tor-berlin_344.jpg			
Title	brandenburger-tor-berlin_344.jpg	Title	brandenburger-tor-berlin_344.jpg			
Description	Picture 🗸	Description	Photo			

## **Deletion Conflict**

To resolve a deletion conflict:

- 1. Use the **Preview** button to view the changes that have been made since your last sync.
- 2. When you have decided if you want to go ahead with the deletion or not, tap either the **Confirm Delete** button or the **Cancel Delete** button.

iPad	iPad 중 2:53				* 7% 絤	
Cancel Conflict Resolution						
R	Deletion conflict         Preview           You have marked this file for deletion but the version on the server has changed since your last sync. Use the Preview button to view the changes that have been made, then use the Confirm Delete or Cancel Delete buttons as preferred.         Preview					
	Your Device			Colligo Portal		
Office2010QA.doc DOC file 986.5 KB (1010176 bytes)			Office2010QA.doc DOC file 986.5 KB (1010176 bytes)			
	Confirm Delete			Cancel Delete		
	Last Update			Last Update		
	Modified By	Ме		Modified By	Tessa MacKinnon	
	Modified	18 April, 2012 2:54:21 PM PDT		Modified	18 April, 2012 2:54:21 PM PDT	
	Properties			Properties		
	Name	Office2010QA.doc		Name	Office2010QA.doc	
	Title			Title		
	Description	Tessam		Description	Tessam	

## **File Conflict**

To resolve a File conflict:

- 1. Use the **Preview** button to view the differences between the file on Briefcase and the file on the server.
- 2. Tap the button beside **Keep this file's content** to choose which version you want to keep. The checkmark icon indicates which file will be saved.
- 3. Tap **Resolve**.

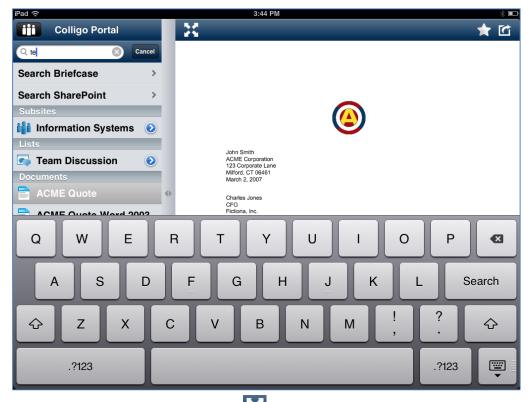
iPad 중	ad 穼 3:11 PM 🕸 79				
Cancel	Conflict I	Resolution	Resolve		
File conflict This file has changed since your last sync. Please use the Preview button to view the changes, and then tap Keep this file when you have decided which version you want to keep.					
🛄 Your Device		Colligo Portal			
Cffice2010QA.doc DOC file 999.5 KB (1023488 bytes)		Cffice2010QA.doc DOC file 986.5 KB (1010176 bytes)			
Keep this file's content		Keep this file's content			
Last Update		Last Update			
Modified By	Ме	Modified By	Tessa MacKinnon		
Modified	18 April, 2012 3:08:57 PM PDT	Modified	18 April, 2012 2:58:09 PM PDT		
Properties		Properties			
Name	Office2010QA.doc	Name	Office2010QA.doc		
Title		Title			
Description	Tessam	Description	Tessam		

## **Searching SharePoint Lists and Libraries**

## **Filtering Lists and Libraries**

To filter a site's list and libraries, enter one or more characters in the search field. This filters the available content and displays a list of the top 3 items in each list or library that contain the characters you have entered.

You can select an item in the results and it displays in the right-hand pane:



To view the item in full screen, tap the 🔀 icon.

If the filter does not display the result you are searching for, you can use the **Search Briefcase** or **Search SharePoint** options.

### **Searching Briefcase**

To search, enter your search term and choose **Search Briefcase**. This means you are searching only the content that has been synced to your iPad. The results are sorted by List and Library name. Tap a file to display the content:



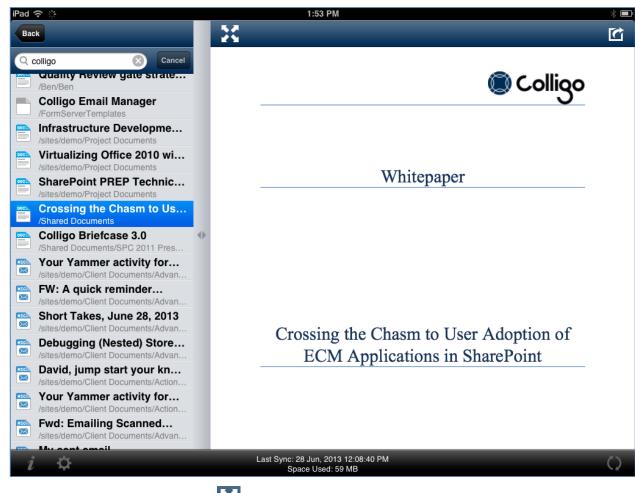
To view the item in full screen, tap the 🔀 icon.

### **Searching SharePoint**

To search, enter your search term and choose Search SharePoint.

This option means you are searching the online SharePoint site. The results display the path of the file location. Tap a file to download and display the content.

#### **NOTE:** this option is only available online



To view the item in full screen, tap the 🔀 icon.

# **Managing Settings**

In Colligo Briefcase you can specify settings both at the folder level and at the application level. Site settings are specified when you connect the site initially. For information on editing site settings, see **Editing a Site**.

## **Managing Folder Settings**

You can manage the settings for each folder, provide links to the folder locations, and add folders to a Playlist.

To manage folder settings:

1. Tap the blue icon beside the folder you want to set tasks for. The folder settings dialog displays:

Store Files Offline	ON
Sync Views	
All Tasks	ON
Active Tasks	ON
By Assigned To	ON
By My Groups	ON
Due Today	ON
My Tasks	ON

- 2. In the List section, choose if you want to store the files for that folder offline by choosing ON or OFF.
- 3. In the Sync Views section, select which views you want to synchronize, by choosing ON or OFF.
- 4. Click the **Solution** icon to add the folder location to a Playlist. For more information about Playlists, see **Managing Playlists**.
- 5. Click the action icon for access to the **Copy Link** and **Email Link** options.
  - **Copy Link**: tap this button to copy the link to the folder location in SharePoint to paste into a document or email
  - Email Link: tap this button to launch a new email with a link to the folder location in SharePoint

## **Managing Application Settings**

1. Tap the icon at the bottom of the screen to display the **Colligo Briefcase Settings** dialog:

Colligo Briefcase Settings Done		
Sync Control		
Global storage limit	Unlimited	
Alert on playlist update		
Sync on 3G/4G	OFF	
Sync default lists	OFF	
Hide disabled lists		
Prompt for metadata	OFF	
Colligo Administrator		
Enabled	OFF	
URL		
Logging		
Logging level	Off	
Email log file		

- 2. In the **Sync Control** section, configure the following settings as preferred:
  - a) Global storage limit: This setting specifies how much local storage on the iPad should be used for syncing SharePoint content offline. You can also select a No Sync mode where no content is stored offline, documents and other items are only downloaded when they are previewed. Choose one of the following options:
    - i. No Sync
    - ii. 10 MB
    - iii. 20 MB
    - iv. 50 MB
    - v. 100 MB
    - vi. 200 MB
    - vii. 500 MB
    - viii. 1 GB
    - ix. 2 GB

- x. 8 GB
- xi. 16 GB
- xii. Unlimited
- b) Alert on Playlist update: This setting lets you choose if you want to receive an alert when an item that you have added to a Playlist is updated. Tap to choose **ON** or **OFF**.
- c) **Sync on 3G/4G**: This setting lets you prevent any syncing on 3G/4G so your data plan isn't used up. Tap to choose **ON** or **OFF**. If you choose to turn this setting off, you can still sync data through a wireless internet connection.
- d) **Sync default lists**: If this setting is on, when you select a subsite that has not been synced, the default content is automatically synced. If this setting is off, you are prompted to manually choose which content you want to sync. Tap to choose **ON** or **OFF**.
- e) Hide disabled Lists: If this setting is on, any lists that you have chosen not to sync are not displayed in the left column. If this setting is off, disabled lists are displayed but are greyed out. Tap to choose ON or OFF.
- f) Prompt for metadata: this setting lets you control whether or not the Properties screen that comes up when you add a new item to a List or Library displays. Tap to choose ON or OFF. NOTE: if the prompt is turned off but there is a required field in the Library or List, the file remains checked out to the user who has uploaded the file and cannot be checked in until these fields are completed.
- 3. In the **Colligo Administrator** section, you can enable this feature by tapping to choose **ON** or **OFF**, and enter the **Server URL** of the Administrator site.
- 4. In the **Logging** section, you can set your logging level as one of the following:
  - a. **Off**: choose this option if you do not want to log your actions
  - b. Error: choose this option if you want to log only error messages
  - c. Brief: choose this option if you want to log only warnings and error messages
  - d. **Verbose**: choose this option if you want to log all actions, warnings, error messages, and all other information
- 5. Tap the **Email log file** field to launch an email that includes a screenshot of your current screen, as well as the log.txt file.

This feature is only available if you have a Good-enabled email client.

## **About Colligo Briefcase**

Click the information icon in the bottom left of the screen to display the About Colligo Briefcase screen:

ii au 👳	12.20 FW	~ <b></b>
Colligo P		+ 0
Q	About Colligo Briefcase Done	
Playlists	Colline Driefeese	
<b>Favorites</b>	Colligo Briefcase	t pour COLL
★ Images	Good Dynamics®	
Subsites	Version 3.5.0.38	۲
iji Ben		
ifi BenHenders	Easily store, sync, view and find SharePoint content on your iPad. Access and share files, lists, images, documents and emails, even offline.	
Finance	Ready to empower your mobile workforce? Simplify deployment and secure your data with Colligo Briefcase Enterprise Edition.	
iii Human Rese		
ii Information		
iji Jerry		
Libraries	Colligo Website⇒ Support →	Details
Customized	User Guide → Privacy Policy →	
Shared Doci		
Lists		
Announcem		
Calendar		
i ¢	Space Used: 59 MB	

Tap the **Colligo Website** button to launch <u>www.Colligo.com</u>.

Tap the **Feedback** button to launch an email. The **To:** field is populated with the <u>BriefcaseFeedback@colligo.com</u> email address, and the **Subject** line is populated with Colligo Briefcase Feedback. The body of the email contains the version number of Colligo Briefcase for Good.

This feature is only available if you have a Good-enabled email client.

Tap the **User Guide** button to launch the Colligo Briefcase for Good User Guide.

Tap the **Privacy Policy** button to view Colligo's privacy policy.

Supported File Types	Common Icon Name
folder	folder
txt	Text file
text	Text file
rtf	Rich Text file
pdf	Adobe file
doc	Word file
docx	Word file
xls	Excel file
xlsx	Excel file
ppt	Power Point file
pptx	Power Point file
jpg	JPG file
jpeg	JPG file
gif	GIF file
png	PNG file
tiff	TIFF file
bmp	BMP file
Bmpf	BMPF file
numbers	Numbers file
key	Keynote file
pages	Pages File
msg	Email File
CSV	Excel File
аас	Advanced Audio Coding file
mp3	MP3 file (audio)
mp4	MP4 file (video)
m4v	M4V file (video)
Зgp	3GP file (video)
mov	Movie file (video)
tiff	TIFF file
tif	TIF file
ісо	Icon file
cur	Cursor file
xbm	X BitMap file

## **Appendix I: Supported File Types**

Unsupported File Types	Common Icon Name
Zip	Zip File
html	html File
eml	email File
htm	html File
CSS	css File
one	OneNote File
All others	Unknown File