

iOS App User Guide for iPhone/iPod Touch

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Introduction

Welcome to Colligo Engage, the enterprise solution for SharePoint access from your iPad, iPhone, and iPod Touch.

Colligo Engage 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.

Devices Supported

NOTE: All devices require iOS 7.0 or higher

- iPad (2nd generation and above) and iPad Mini
- iPhone (4 and above)
- iPod Touch (4th generation)

SharePoint Platforms Supported

- SharePoint 2010
- SharePoint 2013
- SharePoint Online (Office 365)

Overview

This user guide explains how to use Colligo Engage on iPhone and iPod Touch. View the user guide in Colligo Engage on an iPad for instruction on how to use Colligo Engage on iPad.

Installing Colligo Engage iOS Application

How the Colligo Engage iOS app is installed depends if your organization is using the Colligo Engage Console or not. If you are using the Colligo Engage Console you can install the latest version from the iTunes App Store. If you are not using the Colligo Engage Console, the application will be available from your IT administrator.

Setting Language Preference

Colligo Engage is available in the following languages: French, German, Spanish, Italian, Japanese, and Chinese.

To set the language for the app:

- 1. In the **Settings** app, tap **General > International**.
- 2. On the International screen, tap Language.
- 3. Tap the language of choice in the list.
- 4. Click Done.

Colligo Engage now displays in the supported language you have chosen.

Signing in to the Colligo Engage Console

If you are using the Colligo Engage Console, the first screen you see requires your Colligo Engage credentials to access the application.

Email Password Sign In	🖉 colligo
Sign In	Email
, and the second s	Password
Formet Deseuverd?	Sign In
Forgot Fassword?	Forgot Password?

Tap **Forgot Password** if you are unable to login, enter your email address, and a temporary password will be sent to your email address if you have a valid Colligo Engage account.

You will not be prompted again for your Colligo Engage credentials unless you change your password or your account is deactivated on the Colligo Engage console by your administrator.

Receiving Application Configuration from the Colligo Engage Console

If your administrator has specified specific any policies, sites, lists or libraries to synchronize these will be immediately configured for you in the app. You will be prompted for your SharePoint credentials to use with these sites. The app will attempt to use the provided credentials for all sites pushed to you from the Colligo Engage Console. You will be prompted for additional credentials if any of the pushed sites require them.

Cancel Colligo Engage * ■
Please enter your SharePoint credentials.
Username
Password
Domain
Optional
Login

Managing SharePoint Sites

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

Using the Colligo Sample Site

Colligo has provided a sample site that you can add when you first launch the product. This site provides you with read-only content that allows you to see how Colligo Engage works, even if you don't have your own SharePoint site to add.

To launch the sample site:

1. In the Add Site dialog, tap the Add Sample Site link:

••••• ROGERS 🗢	2:48 PM	* 🕞
Cancel	Add Site	Done
Site Informat	ion	
Site informat	ION	Add Sample Site
URL Example:	http://serve	r/works
AUTHENTICATIO	ON	
User Name	Required	
Password	Required	
Domain	Optional	
Advanced Set	ttings	>

The Add Sample Site dialog displays:

••••• ROGERS 중 2:50 PM	* □-•
〈 Back Add Sample Site	Done
This SharePoint site is designed to sh how Briefcase can be used to provide mobile access to SharePoint, even if y don't have SharePoint installed. To ac the site, enter your first name, last nar email address and tap Done.	/ou cess
First Name	
Last Name	
Email Address	

2. In the dialog, enter your First Name, Last Name, and Email Address.

3. Tap **Done**.

The site begins to sync and the lists and libraries for the sample site display:

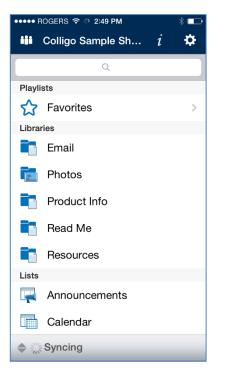
•••• ROGE	:RS ᅙ 2:48 PM	* 🖘	
Later	Sync Site	Now	
Colligo Sample SharePoint Site Select the lists and libraries to use on device			
🔵 Lik	oraries		
e	Email (5)	i	
	Form Templates		
e	Photos (4)	í	
e	Product Info (5)	i	
e	Read Me (4)	i	
e	Resources (12)	i	
	Site Assets		
	Site Pages (2)		
	Style Library (5)		

4. 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. Form Templates
- b. Site Assets
- c. Site Pages
- d. Style Library
- 5. Choose **Later** or **Now**. If you choose the **Later** option, you can revisit this dialog and set different sync options.

The site syncs and the lists and libraries display:



For information about viewing content, see Viewing Items.

Adding a Site

1. Tap the site icon 🛄 to display your list of sites:

•••• Fido 훅 💵	4:06 PM	D
Cancel	Sites	+
Colligo Portal		í

Tap the plus icon .
 The Add Site dialog displays:

•••• Fido 🗢 💵	4:06 PM	
Cancel	Add Site	Done
SITE INFORMAT	ION	
URL Example:	http://server/works	
AUTHENTICATIO	N	
User Name	Required	
Password	Required	
Domain	Optional	
Advanced Set	ttings	>

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:

●●●●● Fido 중 VPN 4:06 P	M 💷		
K Back Advanced Settings			
SETTINGS			
Sync Interval Manually			
Storage Limit	No Sync		
Hide disabled lists	Use Global S		

- 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, Browse Only
 - 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:
 - If you choose Use Global Setting, the setting you have chosen for this item in the Colligo Engage 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**.

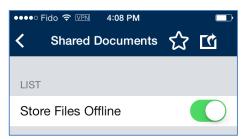
The site syncs and then displays the Sync Site dialog:

●●○○○ Fido 🤶	VPN 9:01 PM	•• +	
Later	Sync Site	Now	
Colligo Portal Select the lists and libraries to use on device			
🔵 Libr	aries		
e	Customieports (4)	i	
0	Form Templates (2)		
e	Sharedents (115)	i	
0	Site Assets (3)		
	Site Pages (5)		
0	Style Library (1)		
List	s		
	Announcements (4)	í	

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. Form Templates
- b. Site Assets
- c. Site Pages
- d. Style Library
- 9. Tap the (1) icon beside a selected list or library to display the following screen:

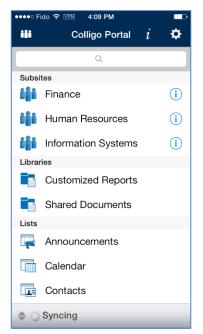


- 10. In the List section, tap **On** or **Off** to **Store Files Offline**.
- 11. Tap **Sync Site** to return to the previous screen.
- 12. Choose Later or Now to choose when you want to sync the site. If you choose the Later option, you can revisit this dialog and set different sync options.

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, pull the screen down and release:



To see the progress of the sync, pull the Syncing arrow up to display the details:



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

02/10/2015

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 it to display your list of sites.
- Tap the blue icon i beside the site you want to edit: The Edit Site dialog displays. 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 ⁽ⁱ⁾ icon beside a selected list or library, the settings allow you to choose which views you want to sync:

●●●● Fido 중 VPN 4:08 PM	
〈 Shared Documents	ជា ជា
LIST	
Store Files Offline	
SYNC VIEWS	
All Documents	
My submissions	
Approve/reject Items	

Deleting a Site

To delete a site:

- 1. Tap the drop-down arrow to display your list of sites.
- 2. Swipe the name of the site you want to delete from left to right. The **Delete** button displays:

•••• Fido 🗢 VPN	4:08 PM		
Cancel	Sites		+
Portal		i	Delete

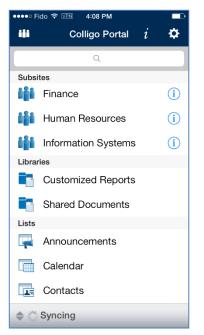
- Tap the Delete button to remove the site from your list.
 NOTE: sites are deleted at the root level, so all subsites are also deleted.
- 4. Tap **OK** to continue with the removal, or **Cancel** to retain the site.

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.

Viewing Items

1. After you add a SharePoint site, the subsites, libraries, and lists in that site display. 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 a new screen:

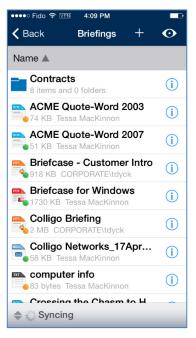


NOTE: If the item has a green circle icon, it means the item is synced and is viewable.

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

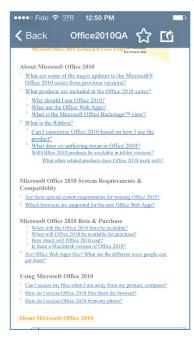
If the item has a grey circle icon, it means the item is not going to be synced for one of the following reasons:

- 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.



The subfolder name displays at the top of the screen. You can tap the button to return to the previous folder level.

To view the contents of an item, tap the file name in the list. The document displays on a new 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:

 Tap the O icon in the top right corner of the screen. A list of available views displays on a new screen:

••••• Fido 중 ☞ 12:50 PM 〈 Tasks	- D
VIEWS	
All Tasks	~
My Tasks	
Due Today	
Active Tasks	
By Assigned To	
By My Groups	
OPTIONS	
Filters	>

Choose your preferred option from the list of available choices.
 NOTE: the views available for the list or library are set in SharePoint.

Applying Filters

To apply a metadata filter to your content:

- Tap the Options section, tap Filters.

A list of metadata fields that are attached to the list or library displays on a new screen:

••••• Fido 穼 VPN	12:51 PM	
🗸 Back	Filters	Clear
Attachme	ents	>
Туре		>
Title		>
Assigned	То	>
Status		>
Priority		>
Due Date)	>
% Comp	lete	>
Predeces	sors	>

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

••••• Fido 중 VPN		_ }
Filters	Values	Clear Done
(Empty)		
June 10, 201	2	
October 30, 2	2012	

- 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:

•••••∘ Fido 중 ⅣPN 〈 Filters		■) Clear Done
(Empty)		
June 10, 201	2	~
October 30, 2	2012	

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:

👓 🕫 Fido 🗢 💵	12:52 PM		
🗸 Back	Filters	Clear	
Title		>	
Assigned	d To	>	
Status		>	
Priority		>	
T Due Date	e	>	
% Comp	% Complete		
Predeces	ssors	>	

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:

●●●●○ Fido 중 💵 12:57 PM		
Colligo Portal Tasks	+	\mathbf{O}
Name 🔺		
New task		>
New task for Jerry		>
Task for PM		>

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:

•••• Fido 🗢 VPN	1:02 PM		
🗸 Tasks	Properties	ដ	<u>ت</u>
Status			
Completed			
% Complete			
67			
Assigned To			
Helen O'Byrne			
Description			
Start Date			
September 24, 20	012		
Due Date			
ATTACHMENTS		Ed	it
Notes.txt			
	Delete Item		

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:

ATTACHMENTS	Done
es.txt	Delete
Delete Item	

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 Engage 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.

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:

Says Cost Pasts				
	Colligo Pı	ırchase	Order	
	Purc	hase Order		
Order Number	The form to be coloristed			
Status	Select.			
Dute raised				
Requested By	Dave Fester;	8,- Q2		
Vendor				
Currency	Select.			
		der Items		
No	Description Qty.	Unit Price	Extended Price 50	Expense Accent
a lestites		Total	54	
-	Contra	t Information		_
Company				
Project				
Contract				
		NOTES		
Internal Notes				
Venfor Nates				

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:

••••∘ Fido 🗢	1:18 PM		
く Back	Properties	ដ	<u>ت</u>
FORM			
🌇 New Do	cument		
XML file	1	.7 KB (17	16 bytes)
Available for ch Checked Check O	l out by:		Sync
LAST UPDATE			
Modified By			
Tessa MacKinn	ion		
Modified			
July 17, 2012 a	at 3:13:31 PM F	PDT	
PROPERTIES			
Name			
New Documen	t.xml		
	Delete Item		

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

Dismiss	
t Save Spor Coop	
Comme	
	Colligo Purchase Order
	Purchase Order
	anher 2014-03-08 (13:25:22 Interna Audional Automation
Data ra	and a second sec
Requested	
Curro	way Select.
	Order Items
No	Description Qsy. Unit Price Extended Price Expense Account
1	54 Total 56
a location	
	Contract Information
Comp	
Pro	wject
Cal	then
Internal N	NOTES
Taternal N	ano
	Sito

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 (i) beside the item file name. The item's details display in a separate screen:

••••∘ Fido 🗢	1:18 PM		
く Back	Properties	ជ	<u>ت</u>
DOCUMENT			
Price20	10Benefits		
PDF file	260.9 K	3 (26716	65 bytes)
Available for che	eck out: Yes	$\mathbf{\lambda}$	
Checked	out by:		Sync
Check Ou	ut		\bigcirc
Approval Statu	s		
Draft			
LAST UPDATE			
Modified By			
Tessa MacKinn	on		
Modified			
April 2, 2014 at	2:53:04 PM PD	г	
PROPERTIES	1	Ed	it
Content Type			
Document			

Tap the star icon \overleftrightarrow to add the item to your Favorites list.

Tap the action icon for the display contextual options for the item. The options are dependent on the file type and the configuration of your iPod/iPhone.

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:

Office2010Benefits Deleted	(\mathbf{i})
260 KB Tessa MacKinnon	(I)

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:

••••∘ Fido 🗢	1:19 PM		
< Back	Properties	ជ	<u>ت</u> ک
PROPERTIES		Do	ne
Content Type			
Document			
Description			
Office 2010 for	publishing		
Name			
Office2010Bene	efits.pdf		
Title			
Presentation for	r review		
Person or Grou	р		
L			
Managed Meta	data		

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 the app 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:

February	3	2011
March	4	2012
April	5	2013
May	6	2014
June	7	2015
July	8	2016
August	9	2017

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

••••∘ Fido 🗢	1:20 PM	
Cancel		Done
PROPERTIES		
URL		
Notes		

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

••••• Fido র্ব 1:20 PM ■ ✔ Properties Single Choice	T
٩	
105 Meridien	
50th State Dairy Frmrs Cooprtv	
A 1 Pallet Recyclers Lic	
A A Anderson & Co Inc	
A J Graphics	
ABC LLC	
AMEC	
Aa Overhead Crane Svc Co Inc	
Accents Publications Service	
Ace Federal Reporters Inc	
Action Coffee	

Sharing Items



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.

After you have opened and edited a document, you can upload it back to SharePoint using Colligo Engage. Please see **Uploading Items to SharePoint** and **Editing Items with** for more information.

Sharing an Item

An item can be shared to another application on the iOS device by selecting Share To... and selecting the 3rd part application to send the item to. This will open up the 3rd party application inside a window within Colligo Engage for you to specify where to save the item to and what to call it.

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

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 iPod/iPhone for this option to display.

Emailing the Item as a Link

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 iPod/iPhone for this option to display. If you click on the Colligo Engage link you will be taken to the Colligo Engage Offline copy of the item, and if this doesn't exist you will be taken to the document through the browser.

Getting the Colligo Engage Link

If you are looking to send a link to a document and for it to be opened using Colligo Engage the link needs to be sent in the following format:

colligoengage://<location of File>/<File Name>

for example:

colligoengage://Firestarter.SharePoint.com/Shared%20Documents/Project365/Plan.xlsx

If this is sent to a user who doesn't have the Colligo Engage iOS Application installed the link won't work, and if the user doesn't have the item stored offline it will open the item in a browser.

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 iPod/iPhone.

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:

Cancel Ap	prove / Reje	ect Upda	te
Approved	Rejected	Pending	
Comment			
			J

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

- \circ Approved
- Rejected
- Pending

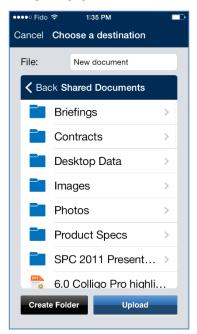
Uploading Items to SharePoint

To upload an item to SharePoint through Colligo Engage:

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



2. Colligo Engage launches, with the Choose a destination dialog displayed:



- 3. Navigate to the Site, List, or Library you want to file the item to.
- 4. 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.
- 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:

Cancel Done PROPERTIES Content Type Document Description Name New document.docx Title Person or Group Managed Metadata	••••∘ Fido ᅙ	1:36 PM	
Content Type Document Description Name New document.docx Title Person or Group	Cancel		Done
Content Type Document Description Name New document.docx Title Person or Group			
Document Description Name New document.docx Title Person or Group	PROPERTIES		
Description Name New document.docx Title Person or Group	Content Type		
Name New document.docx Title Person or Group	Document		
Name New document.docx Title Person or Group			
New document.docx Title Person or Group	Description		
New document.docx Title Person or Group			
New document.docx Title Person or Group			
New document.docx Title Person or Group			
New document.docx Title Person or Group			
Title Person or Group	Name		
Person or Group	New document.d	locx	
	Title		
Managed Metadata	Person or Group]
Managed Metadata			
	Managed Metada	ata	
	-		
	L]

7. Tap the **Content Type** field and choose the preferred option (if displayed):

••••∘ Fido 穼	1:36 PM	
🗸 Back	Content Type	
Document		~
Email		
Image		

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 items from 3rd party apps into Colligo Engage

To import an item from a 3rd party application like Box or iCloud:

1. Tap the ⁺ icon and choose the name of the 3rd party application that you wish to export to.

Note: if the name of the application doesn't show click **More** and select the application you wish to use.

< Back	Documents	+	\odot
Name 🔺			
Assets 2 items a	nd 0 folders		i
Cases 2 items a	nd 3 folders		i
Photos			
Camera			\bigcirc
Sketch			61
iCloud			\bigcirc
OneDrive			
Box			box
More			
	Cancel		

- 2. Use the application to browse for you item that you wish to import and select **Done** when complete.
- 3. Select a location to save the item within Colligo Engage, and rename the item if needed.

Copying items from Colligo Engage to 3rd party apps

To export an item to a 3rd party application like Box or iCloud:

- Tap the action menu icon and select **Share To...** Select the 3rd part application that you want to copy the item into

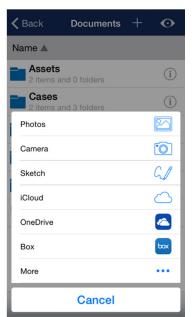
From the application windows select the location and name of the file to save.

Uploading a Photo from the Camera

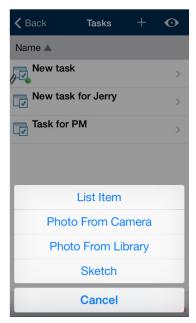
To upload a photo from the iPod/iPhone camera:

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:

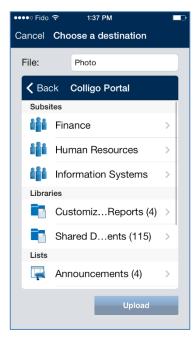
Action menu for Libraries:



Action menu for Lists:



- 2. If you choose Photo From Camera, the iPod/iPhone 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.

5. 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.
- 9. The photo is uploaded to the SharePoint location. If you are offline, the file is uploaded on the next synchronization. The photo is uploaded to the library or attached to the list item and uploaded to SharePoint on the next sync.

Uploading a Photo from the Library

To upload a photo from the iPod/iPhone library:

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



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

●●●●○ Fido				
Cancel Choose a destination				
File:	Photo			
A Bac	ck Colligo Portal			
Subsi	tes			
iĝi	Finance	>		
iĝi	Human Resources	>		
iĝi	Information Systems	>		
Librar	ies			
	CustomizReports (4)	>		
	Shared Dents (115)	>		
Lists				
	Announcements (4)	>		
	Upload			

- 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.
- 5. Tap the **Content Type** field and choose the preferred option (if displayed). The fields that display may change according to the Content Type chosen.
- 6. Enter any information about the item in the appropriate fields.
- 7. Tap Done.
- 8. The photo is uploaded to the SharePoint location. If you are offline, the file is uploaded on the next synchronization. The photo is uploaded to the library or attached to the list item and uploaded to SharePoint on the next sync.

Uploading a Sketch

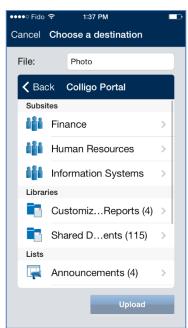
To create and upload a sketch to a SharePoint location:

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

•••• Fido 🤶	1:37 PM	
Cancel	Add Sketch	Done

- 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.

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

Viewing, Annotating, and Searching PDFs

Colligo Engage 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.

If you want to jump to a specific page in a large PDF without scrolling, use the *time is the transformation of transformation o*

●●●○○ Fido 🤶	5:47 PM	
	e2010Benefits	ත් 🖸
Create standaut reports and prease your projects, even when you're ave efficiently with others by sharing, ed With Office 2010, you're in cantrol, p Express your ideas more via	arrows with tools that help you capture your ide from your computer, with access to Office files thing and measuing files at the same time — wo rting things done and producing amazing muchs willy () Enjoy the famil	en more contract, Stay connected to a Web Drever or American Wat in across prographies and there zones. Increase and wherever you work best. Bar Office experience from more
	Go To Page	
purrent p	age: 1 of 2	
	ок)
Powerfloker [®] 2010, Microsoft Microsoft OneNote shared re the same file at the same time even when they're in different	e with other people	d to your business and social is your hub for colleagues, if friends. Use Outlook Social
	meetings or individuals Ge annual people, such a social information information of Windows Live ⁴⁴	guiday view history of e-mails, abstrances you recover from e additional information about a mitual connections and other or, stroogh Sharehout My Sile, or other popular their-party siles, fyour business and social circles.
1	2 ^{авс}	3 DEF
4 _{бні}	5 JKL	<u>6</u> мно
7 PORS	8 TUV	9 wxyz
	0	$\overline{\langle}$

Enter the page number you want to view and tap **OK**.

Annotating PDFs

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

Tap the draw icon 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:

10 Overvious	
omputer	
xible and pow	o deliver
esentations withewing	elp you ca
away from your compared, wi	th access
g, editing and reviewing files	at the sar

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

👓 Fido 🗢	1:38 PM	
Cancel	Note	Save
QWE	RTYU	ΙΟΡ
ASD	FGHJ	ΚL
▲ Z X	CVBN	M
123 🌐 👰	space	return

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 if 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.

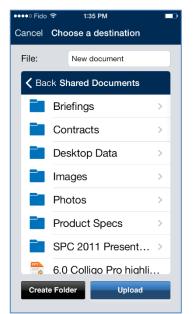
You can use the back arrow icon 🖾 to undo any of the annotations you have made at any time.

Saving an Annotated PDF

To save your annotated PDF:

02/10/2015

- 1. When you have completed your annotations, tap the kicon 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:



3. 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.

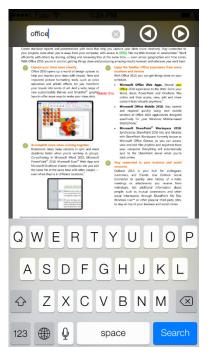
- 7. Tap the **Content Type** field and choose the preferred option (if displayed). The fields that display may change according to the Content Type chosen.
- 8. Enter any information about the item in the appropriate fields.
- 9. Tap Done.

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 P 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 💿 💿 to move between instances.

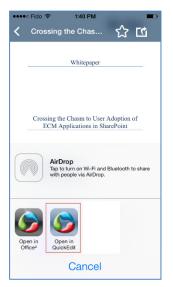
Tap anywhere on the PDF to exit search mode.

Editing Items with QuickEdit

You can edit Microsoft Office documents in QuickEdit and save them directly back to Colligo Engage.

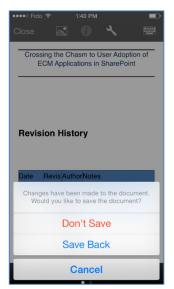
NOTE: QuickEdit is a separate app that must be purchased and installed separate from Colligo Engage.

- 1. From the action item menu, choose the **Open In** option.
- 2. Select QuickEdit from the available apps listed:



QuickEdit launches.

- 3. Use the app to make your edits. When your changes are complete, tap **Close**.
- 4. Tap Save Back to save the changes back to Colligo Engage:



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 \pm button.
- 2. Select List Item from the menu:

●●●●○ Fido 🤶	1:36 PM		
〈 Back	Tasks		\mathbf{O}
Name 🔺			
New tasl			>
New task	k for Jerry		>
Task for	PM		>
	List Item		
Phot	o From Ca	mera	
Phot	to From Lil	brary	
	Sketch		
	Cancel		

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

Colligo Engage supports special views for Calendars, presenting a graphical view of a calendar:



To change the view, tap the folder icon on the top right and choose your preferred option:



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

Viewing Contacts

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

●●●●○ Fido 🗢	1:41 PM		
〈 Contacts	Properties	ជ	ت ک
CONTACT			
🔢 MacKay			
			Sync
LAST UPDATE			
Modified By			
Tessa MacKinne	on		
Modified			
June 28, 2013 a	at 11:25:52 AM I	PDT	
PROPERTIES		Ed	it
		20	n an
Last Name			
MacKay			
First Name			
Dave			
Full Name			

If you tap a contact's address, the location displays on the iPod/iPhone mapping application.

If you tap a contact's phone number on an iPhone, the device initiates a call to the contact. If you tap a contact's number on an iPod, the device launches FaceTime to connect to the contact.

If you tap a contact's email address, your mail client launches:

••••• Fido 奈 Cancel N	1:42 PM lew Message	■ Send
To: dmackay@	firestarter.com	
Cc/Bcc, From:		ell.ocm
Subject:		
Sent from my		
QWEF	TYU	ΙΟΡ
ASD	FGHJ	ΚL
• Z X	CVBN	M
123 🌐 🍳	space	return

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.

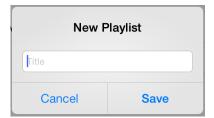
Adding an Item to a Playlist

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. The Playlist screen displays:

•••••∘ Fido 奈 ✔ Contract	1:44 PM	
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:

••••○ Fido 🗢	1:44 PM	
〈 Contract		
Favorites		
contracts		~
Add Playlist		

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

•••• F	ido ᅙ 1:44 PM		
iji	Colligo Portal	i	\$
	Q		
Playli	sts		
☆	Favorites		>
숪	☆ contracts >		
Subs	tes		
	Finance		(\mathbf{i})

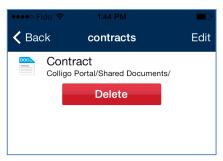
NOTE: For information about adding a folder to a Playlist, see Error! Reference source not found..

Viewing Playlist Items

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

•••• F	ido ᅙ 1:44 PM		-
	Colligo Portal	i	\$
	Q		
Playli	sts		
☆	Favorites		>
☆	contracts		>
Subsi	tes		
i	Finance		(j)

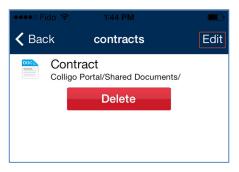
A list of your items displays:



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.

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

•••• Fido		—
く Back	contracts	Done
Contra Colligo Po	ct	Delete
	Delete	

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

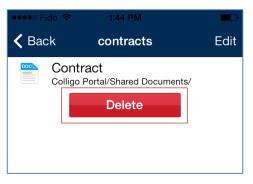
NOTE: You can also remove an item or folder from a Playlist by tapping the Playlist icon \Re in the item or folder display and tapping the name of the Playlist currently selected. You can also use this icon to associate the item with a different Playlist.

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:

Delete P	laylist?
Cancel	Delete

2. Tap Delete.

Resolving Synchronization Conflicts

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

- 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 Colligo Engage.
- 2. **Deletion Conflict**: This conflict occurs in two different scenarios:
 - a. When a Colligo Engage user deletes an item and another user makes changes to the item on SharePoint.
 - b. When a Colligo Engage user edits an item and another user deletes the item from SharePoint. *NOTE:* In this scenario, the Colligo Engage 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 🗥 displays. Tap it to display the list of sync issues and tap the item you want to resolve:

●●○○○ Fido 🗢 🗵 5:50 PM	1 🗖
Sync Issues	Ignore All
COLLIGO PORTAL	
Colligo Portal	
Syncing: Complete	
Metadata: 2/2 Files: 0/0	
Merge Conflict	
New tasks for pm team	>

Metadata Conflict

The **Conflict Resolution** screen displays all conflicted fields marked in red.

To resolve the conflict:

1. The screen shows the metadata fields for the item on **Your Device** (left side); use the tab on the side of the screen to slide from the screen on the left to see the metadata fields for the same item on the SharePoint site (right side):

ido হু দেন 5:50 PM el Conflict Resolut	■ ⊃ tion Resolve		:50 РМ : Resolution F
Metadata conflict		To Metadata co	onflict
Your Device New tasks for pm tea	m	Colligo Port	
Keep all metadata		All Keep all met	adata
T UPDATE		LAST UPDATE	
ified By	Me	Modified By	Tessa Mac
dified May 7, 2014 at 5	:49:54 PM PDT	Modified May 7,	2014 at 5:49:56 PI
PERTIES		PROPERTIES	
New tasks f	or pm team 🗸	Title	New
lecessors		Predecessors	
ity	(2) Normal	Priority	(2) 1

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

Deletion Conflict

To resolve a deletion conflict:

1. The screen shows the item details on **Your Device** (left side); use the tab on the side of the screen to slide from the screen on the left to see the details for the same item on the SharePoint site (right side):

Deletion confl	ict 💽
Your Device Desert.jpg JPG file 826.1 KB (845 Confirm	
I UPDATE	
dified By	Me
dified May 7, 20	114 at 6:29:53 PM PDT
OPERTIES	
me	Desert.jpg
9	Sand Dunes

- 2. Use the Preview O button to view the changes that have been made since your last sync.
- 3. 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.

File Conflict

To resolve a File conflict:

1. The screen shows the item details on **Your Device** (left side); use the tab on the side of the screen to slide from the screen on the left scroll to see the details for the same item on the SharePoint site (right side):

ancel Conflict Resol	lution Resolve	Cancel Conflict R	esolution
File content has cl	hanged 💽	File content ha	s change
Your Device		Colligo Intrane	t
ACME Quote-Word DOC file 53.5 KB (54784 bytes		ACME Quote-W DOC file 78.0 KB (79872	
Keep this content		Keep this conte	ent
LAST UPDATE		LAST UPDATE	
Modified By	Me	Modified By	Tessa N
Modified May 7, 2014 at	t 6:31:44 PM PDT	Modified May 7, 20	14 at 6:31:4
PROPERTIES		PROPERTIES	
Name ACME Quot	e-Word 2003.doc	Name ACME (Quote-Word

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

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.

●●○○○ Fido 중 VPN 10:57 PM	⋪ ∦ ∎⊅
	\$
Q t 🛛 🛇	Cancel
Search Engage	>
Search SharePoint	>
QWERTYU	ΟΡ
ASDFGHJ	ΚL
C Z X C V B N	M
123	Search

You can select an item in the results to display it on a separate screen.

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

Searching Engage

To search, enter your search term and choose **Search Engage**. 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:

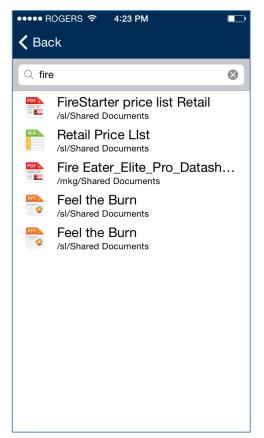
•••• F	ido 🗢 1:45 PM 🔳	
< Ba	ck	
Q co	iligo 🛛 😵	
R	Get Started with Microsoft Colligo Portal/Announcements/	
R	New announcement Colligo Portal/Announcements/	
	New item Colligo Portal/Announcements/	
	Product Release Colligo Portal/Announcements/	
	Board meeting Colligo Portal/Calendar/	
	New item Colligo Portal/Calendar/	
	Review meeting Colligo Portal/Calendar/	
	Team Meeting Colligo Portal/Calendar/	
	1 Jatinder/Colligo Sample List/	
	123 Jatinder/Colligo Sample List/	
	1234	

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



Managing Settings

In Colligo Engage 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 your Favorites list.

To manage folder settings:

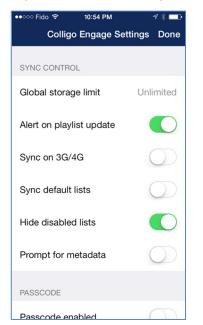
1. Navigate to the advanced settings for the Folder you want to set tasks for. The folder settings dialog displays:

••••• Fido 🗢 🔆 1:46 PM	
〈 Shared Documents	යි 🖸
LIST	
LIST	
Store Files Offline	
SYNC VIEWS	
All Documents	
My submissions	
Approve/reject Items	

- 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 \bigtriangleup icon to add the folder location to your Favorites list.
- 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 top of the screen to display the **Colligo Engage Settings** dialog:



- 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 iPod/iPhone 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, Browse Only
 - 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 marked as a favorite is updated. Tap to choose ON or OFF.
 - c) Sync on 3G/4G: This setting is not supported for Colligo Engage installations on the iPod/iPhone.
 - 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 settings lets you control the Properties screen that displays when you add a new item to a List or Library. 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 **Passcode** section, tap the **Passcode Enabled** field. The **Enter Passcode** screen displays:



- a. Enter your passcode.
- b. Enter the passcode a second time to confirm it.Once you have set a passcode, the following options display:

PASSCODE	
Passcode enabled	
Background timer lockout	Always
Erase data after 10 failed logins	\bigcirc
Change passcode	

- i. **Passcode enabled**: if you want to disable the passcode you need to enter the existing passcode to do so, unless you have enabled it within the previous minute
- ii. **Background timer lockout**: tap to choose the length of time that will trigger a lockout
- iii. Erase data after 10 failed logins: tap to choose ON or OFF
- iv. **Change passcode**: tap this button to display the **Change Passcode** dialog; enter the existing passcode, then enter the new passcode twice to confirm
- 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.
- 6. In the **About** section, you can access additional resources
 - a. Tap the **Support** button to connect to the Colligo Community site.
 - b. Tap the **Website** button to launch <u>www.Colligo.com</u>.
 - c. Tap the **Privacy Policy** button to view Colligo's privacy policy.
- 7. The version number is displayed below the **About** section

txt1text1rtfFpdf/doc/docx/xlsExlsxEpptFpptxFjpgJ	folder Text file Text file Rich Text file Adobe file Word file Word file Excel file
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jpeg J	IPG file
gif (GIF file
png F	PNG file
tiff 1	TIFF file
bmp E	BMP file
Bmpf E	BMPF file
numbers 1	Numbers file
key k	Keynote file
pages F	Pages File
msg E	Email File
csv E	Excel File
aac A	Advanced Audio Coding file
mp3	MP3 file (audio)
mp4	MP4 file (video)
m4v M	M4V file (video)
3gp 3	3GP file (video)
mov	Movie file (video)
tiff 1	
tif 1	TIFF file
ico I	TIFF file TIF file
cur (
xbm >	TIF 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