Infor Ming.le Mobile Application User Guide - Android OS

Release 12.0.x

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Prerequisites and installation

Supported versions

Infor Ming.le™ is a mobile application that runs on the Android device. Versions 5.0 and later of Android are supported.

The Infor Ming.le mobile application consists of these parts:

- Users
- Groups
- Alerts
- Tasks
- Workflows
- Posts
- Connections
- Notifications
- Streams (available only on tablet devices)

Mobile Device Management (MDM)

Mobile device management is a type of security software used by an IT department to monitor, manage and secure employees' mobile devices that are deployed across multiple mobile service providers and across multiple mobile operating systems being used in the organization.

MDM functionality can include over-the-air distribution of applications, data, and configuration settings for all types of mobile devices, including mobile phones, smartphones, and tablet computers.

Over-the-air programming (OTA) capabilities are considered a main component of mobile network operator and enterprise-grade mobile device management software. These include the ability to remotely configure a single mobile device, an entire fleet of mobile devices, or any IT-defined set of mobile devices; send software and OS updates; and remotely lock and wipe a device, which protects the data stored on the device when it is lost or stolen.

Mobile Device Management allows organization administrators to install, upgrade, configure, and remove Infor Ming.le applications across enrolled devices. If your administrator has preconfigured the profile settings, when the Infor Ming.le mobile application is pushed to your device, you just need to enter your credentials to log on. Otherwise, refer to the “Configuring your application” section in this guide to configure your mobile application settings.

Downloading the Infor Ming.le mobile application

You can download the Infor Ming.le mobile application for Android devices from the Google Play Store.

VPN connection

Depending on the configuration of your infrastructure, you may need to use a VPN (virtual private network) to connect to the Infor Ming.le mobile application. Check with your IT department or system administrator for more information.

Installing

Tap **Install** to install the Infor Ming.le mobile application. After the application is installed successfully, tap **Open** to access the mobile application.

Getting started

After you install the application, the **Welcome** screen is displayed.

For Infor Ming.le 12.0.0 or later, tap **Continue** to go to the Server Settings screen.

For Infor Ming.le 11.1.6 or earlier, tap **Skip this step** to go to **Sign in** screen.

If you have a QR code, tap **SCAN QR CODE**; otherwise, tap **Don’t have QR code?**

Configuring your application

To configure your application, after the installation, you can tap either **CONTINUE** or **skip this step** on the Welcome screen or tap either **SCAN QR CODE** or **Don’t have QR code** on the Server Settings screen, based on the version of Infor Ming.le that you are using:

For Infor Ming.le 12.0.0 or later

1. Tap **SCAN QR CODE** to scan a QR code.
2. Tap **Allow**. The camera on your device is activated.
3. Log on to the Infor Ming.le web client application. Click the profile icon to display the User Menu. Select **Mobile Apps** > **Infor Ming.le™** > **Scan the QR Code (OR).**
4. Access your email account and open the email that contains the QR Code.
5. Scan the QR code to add the profile to the Profiles screen. You can add a profile by scanning a QR code. On the Add Profile screen, after the successful scan of the QR code, all the values in the fields are filled.

   Alternatively, you can select to download the configuration from a file.
6. Tap **Test Connection** to validate the connection.
7. Tap **Save** to save the profile.
8. Tap the back arrow to go back to the Sign in screen. The Choose a Server screen is displayed.
9. Tap **CONTINUE** to go to the Sign in screen.

For Infor Ming.le 11.1.6 or earlier

1. Tap either **Skip this step** or **Don't have a QR code?** to go to the Sign in screen.
2. Do not select the **Use ION API for Authentication** box on the Sign in screen.
3. Tap **Settings** to enter your server details on the Settings screen:
4. Each device requires the protocol, host name, and port number of the Infor Ming.le installation. In the Settings section of the Infor Ming.le Mobile application:
   - For the **Server Address**, specify ***<Protocol>://<hostname>***.
   - For the **Server Port**, specify ***<portnumber>***.
   - For the **Tenant ID**, specify **Infor**.
5. Tap **Save** to save the settings.
6. Tap the back arrow to return to the Sign in screen.

Signing in

Tap the Infor Ming.le mobile application icon on your device to open and sign in to your account.

Infor Ming.le 12.0.0 or later

1. If you have Infor Ming.le 12.0.0 or a later version, select the **Use ION API for Authentication** box**.** Tap **Sign in** to display the Sign in screen.
2. Based on how it is configured by your administrator, you may be prompted to select one of the Identity Providers. In that case, select the Identity Provider to go to the Sign in screen. Otherwise, you are redirected to the Sign in screen.
3. Enter your credentials to sign in to this environment. The Request for Approval screen is displayed:
4. Tap **Allow** to authorize the mobile application. After successful sign-in, the Diagnostics & Analytics screen is displayed.

   The application has adopted an additional layer of authorization limiting the scope of APIs that the client apps can access. For more details, contact your administrator.
5. Tap the **Infor Privacy Policy** link to read your privacy rights.

   By design, you share your activity with the developers; however, you can opt out from sharing your activity. You can also change this setting any time on your profile information screen.
6. Tap **Done** to return to the Diagnostics & Analytics screen.
7. Tap **CONTINUE** to return to the posts screen.

Infor Ming.le 11.1.6 or earlier

1. If you have Infor Ming.le 11.1.6 or an earlier version, do not select the **Use ION API for Authentication** box to sign in:
2. Specify your user name and password.
3. Tap **Sign in**.

   After successful sign-in, you are on the posts screen.
4. If you want to reconfigure your settings, tap **Settings** to open the Settings screen. See the “Configuring your application” section above.

Single Sign-On (SSO)

Single sign-on (SSO) is a session and user authentication service that permits you to use one set of logon credentials (for example, user name and password) to access multiple applications. The service authenticates you for all the applications to which you have been given rights and eliminates further prompts when you switch applications during the same session.

The Infor Ming.le mobile application supports single sign-on functionality connecting to both the Cloud Edition and On-Premises Edition of the Infor Ming.le application.

Single sign-on functionality can be used only with Infor mobile applications that support single sign on functionality.

- If your Infor Ming.le mobile application is configured to Cloud Edition, when you log on to the Infor Ming.le mobile application, you have up to eight hours to log on as the same user to any other Infor mobile application (supporting SSO) without being challenged to log on again to the same tenant on the same environment.
- If your Infor Ming.le mobile application is configured to On-Premises, when you log on to the Infor Ming.le mobile application, the session time out is based on what is configured by your administrator in AD FS to log on as the same user to any other Infor mobile application (supporting SSO) without being challenged to log on again to the same environment.

Therefore, while the session is valid, when you log on to any SSO-supported Infor mobile application of the same tenant and the same environment, you are prompted if you want to continue as the same user or switch the account to log on as another user.

Tap either **CONTINUE AS *USER NAME*** to continue as the same user, or tap **Switch Accounts** to sign in as another user. If the session is valid, the Request for Approval screen is displayed, or you must enter your credentials to sign in to this environment.

Tap **Allow** on the Request for Approval screen to authorize the mobile application. The Posts screen is displayed.

Menu icon

Tap the menu icon from the navigation bar to display the left navigation menu.

Navigation

The left Infor Ming.le navigation menu has these options:

User profile

Tap your profile image to access your profile screen. From here, you can:

- Edit your profile image
- Review your account information
- Opt in or opt out to share your activity
- Review all of your posts
- Clear all personal data from your device

Alerts

Tap **Alerts** to access the alerts screen. From here, you can review and manage the list of alerts, including:

- Assign and Unassign alerts to yourself
- Assign alerts to others
- Mark an alert as **Done**
- Share alerts
- Add notes and attachments
- View notes and attachments
- Filter by **All Alerts**, **My Alerts**, and **Escalated Alerts**
- Search for any alert

Tasks

Tap **Tasks** to access the tasks screen. From here, you can review and manage the list of tasks, including:

- Assign and Unassign tasks to yourself
- Edit the task parameters
- Drill down the workflow structures
- Take action on a task
- Share tasks
- Add notes and attachments
- View notes and attachments
- Assign tasks to others
- View ION notifications
- Share ION notifications
- Acknowledge ION notifications
- Updates on assigned tasks
- Filter by **All Tasks**, **My Tasks**, and **Escalated Tasks**
- Search for any task
- View a list of workflows
- Start new workflows
- Remove workflows
- Cancel workflows
- View workflow notes
- Search for any workflows

Posts

Tap **Posts** to access the posts screen. From here, you can review and manage the list of posts, including:

- Create new posts
- Tag posts to specific users and groups
- Add a location to the posts
- Like and Unlike posts
- Share posts
- Delete posts
- Add comments
- Tag post comments to specific users
- Add a location to the comments
- Delete comments
- Add attachments
- View attachments
- Upload an attachment to the IDM mobile application

Connections (available from 12.0.0)

Tap **Connections** to access the My Connections, My Groups, and Directory screens. From here, you can review and manage the list of users and groups, including:

- Connect/Disconnect to users
- Accept/Decline a user's request
- Cancel the request sent to a user
- Follow/Unfollow users
- Search for users/groups
- Connect/Disconnect to groups
- Accept/Decline the request to join a group
- Cancel the request sent to join a private group

Notifications

Tap **Notifications** to access the notifications screen. From here, you can review the list of notifications, including:

- Comments from other users
- Connection requests
- Group membership requests
- Tagged messages
- Likes from other users
- Delete the notification

Streams (available only on tablet devices)

The Streams feature on the mobile application is available only if you connect to Infor Ming.le 12.0.5 (on premises) or later.

Tap **Streams** to access the streams screen. From here, you can review the list of all stream instances, and perform these actions:

- Create a new stream instance
- Start a stream instance
- Save/Cancel a new stream instance
- Edit a stream instance
- Complete a stream instance
- Restart a stream instance
- Delete a stream instance

- Cancel a stream instance
- Join a stream instance
- Leave a stream instance
- Add a new step to the stream
- Start a stream step
- Add attachments to a step
- Add comments to a step
- Edit a stream step
- Complete a stream step
- Resume a stream step
- Delete a stream step
- Reorder the stream steps
- Input data in the widgets

Attachments

The maximum size for an attachment is 5 MB, unless your server administrator specifies a different maximum attachment size on the server. Consult your administrator for more information.

Signing out

Tap **Sign Out** to sign out of the Infor Ming.le mobile application. You are returned to the logon screen, which requires your user name and password credentials.

User profile

Your user profile screen displays your picture, name, and title. The **INFO** tab displays your information, including a **Join Date**, email address, and, if listed, phone numbers. The **POSTS** tab displays all your posts, along with any posts you are tagged in. Under the Diagnostics & Analytics section, you can choose to opt in or opt out at any time to share your activity with developers.

Tap the toggle icon to change this setting.

Tap your picture to change the profile picture. A dialog displays these options:

- **Camera**
- **Documents**

Camera

Tap **Camera**. The camera on your device becomes active. You can take a new profile image and tap the check mark icon to upload the new image. Tap the back icon to take another image. Tap the cross mark icon to close the Camera option.

Documents

Tap **Documents**. The images gallery on your device is displayed. You can select an existing image.

Tap the image to select and change the profile image on the user profile screen.

Cancel

Tap the back icon to close the dialog. You remain on the profile screen.

Clearing data

1 Open **Settings**.
2 Select an environment on the Choose a Server screen.
3 Tap **Clear Data** on the profile details screen. This pop-up message is displayed:

   This will remove all of your personal information from your device for this server profile. Are you sure you want to proceed?

Tap **Yes** to permanently delete this user information from your device:

- User-related data in the local app database.
- User-related data in preferences (user defaults). For example: Fabric opt-in choices
- User data (user name, user picture, tenant, and environment) from the SSO data manager.
- User-related files (attachments) in the app document directory/cache directory.

When you try to delete a profile, a pop-up message is displayed:

> **When you delete this profile, both profile information and your personal information will be removed from your device. Are you sure you want to delete?**

Tap **Yes** to permanently delete the profile and personal information from your device:

Users

Use the Infor Ming.le mobile application to connect with other users within your company.

You can navigate to another user’s profile by tapping the user’s name. You can view the user’s contact information and posts.

The profile screen displays the selected user’s account information and a tab for the user’s posts. The profile screen also displays your connection status to the selected user.

Email

You can email any user within the application by tapping an available email address from the selected user’s profile screen. The email application opens with the selected email address displayed.

Phone call

You can call any user within the application by tapping an available phone number from the selected user’s profile screen. The phone application opens with the selected phone number displayed.

Connection status

The user’s profile screen displays your connection status in the upper-right corner.

These are the connection status options:

Connect

To connect to another user, tap **Connect** from that user’s profile screen. A dialog is displayed with options to **Connect**, **Follow**, or **Cancel**.

The user receives a notification about your connection request.

The user’s profile now displays **Request Sent**.

Connected

After the user accepts your connection request, the user’s profile displays that you are **Connected**. When you are connected, you can send private messages to the user, and you can view any posts that the connected user sends to other users.

Send Private Message

When you are connected to other users, you can send private messages. Tap **Connected** from the user’s profile screen to display a dialog with these options:

- **Send Private Message**
- **Disconnect**
- **Cancel**

Tap **Send Private Message** to display the New Post screen. The audience is preset to **Private**. Only the selected individual will receive the message.

Disconnect

If you are connected to another user, you can also disconnect from that user. Tap **Connected** from the user’s profile screen:

Tap **Disconnect**. A warning is displayed.

Tap **Yes** to disconnect the user. The message is closed. You remain on the user’s profile screen. Your connection status shows **Connect**; you will be able to see only the user’s posts to public groups.

Tap **No** to stay connected with the user. The message is closed. You remain on the user’s profile screen. Your connection status shows **Connected**; you will be able to see all the posts that the user posted.

Tap **Cancel** to close the dialog. You remain on the user’s profile screen.

Follow

You can follow a user if you are not connected to that user. This also applies when a connection request is pending. To follow another user, tap **Follow** from the user’s profile screen. A new dialog is displayed:

Follow

Tap **Follow**. The connection status on the user’s profile displays **Following**. Whether you are following a user or not, you can see that user’s public posts.

Unfollow

When you are following another user, you can choose to stop following that user. Tap **Following** from the user’s profile screen. A dialog is displayed with options to **Connect**, **Unfollow**, and **Cancel**.

Tap **Unfollow**. The connection status on the user’s profile now displays **Connect**. You can still see that user’s public posts.

Cancel

Tap **Cancel** to close the dialog. You remain on the user’s profile screen.

Groups

The Infor Ming.le mobile application allows you to send messages to groups. Groups are created on the web client. A group can be public or private. When a group is public, any user can view the group posts. When a group is private, only the members of that group can view the posts.

The group profile screen includes the group name, privacy setting, and tabs for group information, group members, and posts.

Tap the **MEMBERS** tab and scroll down the screen to see a list of all group members. You can also access the member’s profile by tapping the name or image.

If you are a group member, the action icon is displayed.

Send Group Message

To send a message to a group, tap the action icon to display the New Post screen. Only the members of the group receive the message.

If you are not a member of the group, the action icon is not displayed.

Type your message and tap the save icon to send the message to all members of the selected group.

Invite Users to Group

If you are a group administrator, you can invite users to join a group. Tap the add user icon to display the colleagues screen. Tap users from the list to select them and tap **OK**.

The selected users receive a notification inviting them to join the group.

Tap **Cancel** to cancel the selection of users. None of the selected users will receive a notification inviting them to join the group.

Alerts

The alerts screen displays the most recent alerts. You can also filter by tapping the filter icon and selecting an option from the overlay screen. On the alerts screen, a red vertical bar is next to those alerts that have an escalated priority.

Tap the alert to display the details screen, which also includes a summary and the attributes of the alert.

Assignment

Tap the assign icon to change the assignment. A dialog is displayed with these options:

- **Assign to Me**
- **Assign to Other**
- **Cancel**.

Assign to Me

Tap **Assign to Me**. The alert is now assigned to you and is removed from the alert list of other users. The assign icon is shaded, and you can mark the alert as **Done**. You can upload notes and attachments.

Assign to Other

Tap **Assign to Other**. The users list is displayed, and you can assign the task to another user. When assigned to another user, the task is removed from your list.

Unassign (only if Assigned to Me)

Tap **Unassign**. The alert is removed from your alert list, and other users can assign themselves to it. The assign icon is no longer shaded.

Cancel

Tap **Cancel**. The assignment dialog is closed, and you remain on the alert details screen.

Actions, if Assigned to Me

Tap the action icon to display these options:

Share Alert

Tap **Share Alert** to display the alert on a new screen.

You can:

- Add more content or edit the alert
- Share it with specific users or groups
- Add attachments
- Add a location
- Send

Cancel Share Alert

Tap the back icon to return to the alert details screen.

Add Note/Notes

If notes do not exist, **Add Note** is displayed. If notes exist, **Notes** is displayed.

Tap **Add Note** or **Notes** to access the notes screen. After you type in the New Note section of the screen, **Send** is displayed. Tap **Send** to display your note on the left side of the screen along with your profile image. Notes by others are displayed on the right side of the screen.

Add Attachment/View Attachments

If attachments do not exist, **Add Attachment** is displayed. If at least one attachment exists, **View Attachments** is displayed.

Tap **Add Attachment** to display this dialog with these options:

- **Record Audio**
- **Audio Library**
- **Photo Library**
- **Video Library**
- **Capture Photo**
- **Capture Video**
- **Documents**
- **Cancel**

Record Audio

Tap **Record Audio**. The Record Audio screen is displayed with the record icon in the center of the screen. Tap **Tap to record** to record the voice or conversation. Tap the record icon to stop recording, and tap the save icon to attach this audio file to your alert. The audio file is displayed as an attachment on the attachments screen.

Audio Library

Tap **Audio Library**. All the available audio files, if any, on your device are displayed. Tap the file to select a file, and tap **Done** to attach this audio file to your alert.

If audio files are not available, a **No Audio Files** message is displayed.

Photo Library

Tap **Photo Library**. The **Open from** slide screen on your device is displayed, and the Images folder is highlighted. Tap **Images**. The image library on your device is displayed. You can select one or more existing images. The selected images are uploaded and displayed as attachments to your alert.

Video Library

Tap **Video Library**. The **Open from** slide screen on your device is displayed, and Videos folder is highlighted. Tap **Videos**. The video library on your device is displayed. You can select one or more existing videos. The selected videos are uploaded and displayed as attachments to your alert.

Capture Photo

Tap **Capture Photo**. The camera on your device is activated. You can take a new photo and tap the check mark icon to upload the new photo. Tap the back icon to take another photo**.** Tap the cross mark icon to close the camera.

Capture Video

Tap **Capture Video**. The camcorder on your device is activated. You can record the video and tap the check mark icon to upload the new video. Tap the back icon to record the new video. Tap the cross mark icon to close the camcorder.

Documents

Tap **Documents.** The **Open from** slide screen on your device is displayed. You can select existing images, videos, audios, and any other files from Downloads folder. Tap one or more images, videos, audios, and other files to select them, and tap **Done** to add these files to an alert item. They are displayed on the attachments screen.

Cancel

Tap **Cancel** to close the dialog. You remain on the attachments screen.

View Attachments

Tap **View Attachments** to access the attachments screen where all existing alert attachments are displayed.

When you click a file attachment, the attachment is opened in the external application for that type of attachment. You may be prompted to download an external application to view the attachment if your device cannot open the supported file types.

If an alert is assigned to you, the plus icon is displayed on the Attachments screen so that you can add additional attachments to the alert.

Actions, if Not Assigned to Me

Tap the action icon to display these options:

- **Share Alert**
- **Notes**
- **Attachments**
- **Cancel**

Share Alert

Tap **Share Alert** to display the alert in a new window. You can:

- Add more content to the alert
- Share it with specific users or groups

- Add attachments
- Add a location
- Send

Cancel Share Alert

Tap the back icon to return to the alert details screen.

Notes

Tap **Notes**. The notes screen is displayed. If no notes exist, a message is displayed.

Tap **OK** to close the message dialog. Tap the back icon to return to the alert details screen.

View Notes

Tap **Notes** to access the notes screen where all existing notes are displayed. If the alert is not assigned to you, you cannot create a new note. Tap the back icon to return to the alert details screen.

Attachments

Tap **Attachments**. The attachments screen is displayed. If no attachments exist, a message is displayed.

Tap **OK** to close the message dialog. Tap the back icon to return to alert details screen.

View Attachments

If attachments exist, tap **Attachments** to access the attachments screen where all existing attachments are displayed.

If the attachment is a file, when you click it, the file is opened in the external application for that type of attachment. You may be prompted to download an external application to view the attachment if your device cannot open the supported file types.

If an alert is not assigned to you, you cannot add a new attachment. Tap the back icon to return to the alert details screen.

Cancel

Tap **Cancel** to close the dialog. You remain on the alert details screen.

Mark as Done

If a task is assigned to you, you can mark it as **Done** on the alert details screen.

When you tap **Done**, a confirmation message is displayed:

Tap **No** to close the message dialog and return to the alert details screen. Tap **Yes** to close the message dialog and remove the alert from your list.

Filter

Tap the filter icon from the alerts top navigation to display the filter options:

- **All Alerts**
- **My Alerts**
- **Escalated Alerts**

Tap any of the options to filter the alerts accordingly.

The top navigation also displays the filtered selection.

Tap **Cancel** to close the dialog. You remain on the alerts screen.

Search Alerts

You can search for any particular alerts on the alerts screen:

As you start entering text, matching results are displayed.

Tap **X** to clear the search input area.

Tasks

The Tasks section has Tasks and Workflows features.

The tasks screen displays the most recent tasks and ION notifications. On the tasks screen, a red vertical bar is next to those tasks that have an escalated priority. You can also filter tasks by selecting a category from the filter overlay.

Tap the task or ION notification to display the task details screen, which also includes a summary and the task parameters.

Assignment

Tap the assign icon to change the assignment. A dialog is displayed with these options:

- **Assign to Me**
- **Assign to Other**
- **Cancel**

Assign to Me

Tap **Assign to Me**. The task is now assigned to you. It is removed from the task list of other users. The assign icon is shaded. You can take action on the task and can also upload notes and attachments.

Edit Parameters

After the task is assigned to yourself and if the task parameters are editable, tap and hold the parameter row to display the cursor. Tap **Backspace** to remove the current value and enter the new value. Tap **Done** to save the new value.

Drilldown the Structures

Based on the definition of the workflow and if structures are part of the workflow, the task is displayed with structures on the task details screen. Tap the right arrow to drill down the values. Tap additional right arrows, if any, to drill further down to view the complete tree structure.

Unassign, only if Assigned to Me

Tap **Unassign**. The task is now removed from your task list, and other users can select it. The assign icon is no longer shaded.

Assign to Other

Tap **Assign to Other**. A users list is displayed, and you can assign the task to another user. After the task is assigned to another user, it is removed from the list.

Cancel

Tap **Cancel**. The assignment dialog is closed. You remain on the task details screen.

Actions, if Assigned to Me

Tap the action icon to display these options:

- **Share Task**
- **Add Note/View Notes**
- **Add Attachment/View Attachments**
- **Cancel**

Share Task

Tap **Share Task** to display the task in a new window. You can:

- Add more content or edit the task
- Share it with specific users or groups
- Add attachments
- Add a location

- Send

Cancel Share Task

Tap the back icon to return to the task details screen.

Add Note/View Notes

If notes do not exist, **Add Note** is displayed. If notes exist, **View Notes** is displayed.

Tap **Add Note** or **View Notes** to access the notes screen. After you type in the New Note section of the screen, **Send** is displayed on the right. Tap **Send** to display your note on the left side of the screen, along with your profile image. Notes by other users are displayed on the right side of the screen.

Add Attachment/View Attachments

If attachments do not exist, **Add Attachment** is displayed. If at least one attachment exists, **View Attachments** is displayed.

Tap **Add Attachment** to display a dialog with these options:

- **Record Audio**
- **Audio Library**
- **Photo Library**
- **Video Library**
- **Capture Photo**
- **Capture Video**
- **Documents**
- **Cancel**

Record Audio

Tap **Record Audio**. The Record Audio screen is displayed with the record icon in the center of the screen. Tap **Tap to record** to record the voice or conversation. Tap the record icon to stop recording, and tap the save icon to attach this audio file to your task. The audio file is displayed as an attachment on the attachments screen.

Audio Library

Tap **Audio Library**. All the available audio files, if any, on your device are displayed. Tap the file to select a file, and tap **Done** to attach this audio file to your task.

If audio files are not available, a **No Audio Files** message is displayed.

Photo Library

Tap **Photo Library**. The **Open from** slide screen on your device is displayed, and the Images folder is highlighted. Tap **Images**. The image library on your device is displayed. You can select one or more existing images. The selected images are uploaded and displayed as attachments to your task.

Video Library

Tap **Video Library**. The **Open from** slide screen on your device is displayed, and Videos folder is highlighted. Tap **Videos**. The video library on your device is displayed. You can select one or more existing videos. The selected videos are uploaded and displayed as attachments to your task.

Capture Photo

Tap **Capture Photo**. The camera on your device is activated. You can take a new photo and tap the check mark icon to upload the new photo. Tap the back icon to take another photo**.** Tap the cross mark icon to close the camera.

Capture Video

Tap **Capture Video**. The camcorder on your device is activated. You can record the video and tap the check mark icon to upload the new video. Tap the back icon to record the new video. Tap the cross mark icon to close the camcorder.

Documents

Tap **Documents.** The **Open from** slide screen on your device is displayed. You can select existing images, videos, audios, and any other files from Downloads folder. Tap one or more images, videos, audios, and other files to select them, and tap **Done** to add these files to a task item. They are displayed on the attachments screen.

Cancel

Tap **Cancel** to close the dialog. You remain on the task details screen.

View Attachments

Tap **View Attachments** to access the attachments screen where all existing task attachments are displayed.

When you click a file attachment, the attachment is opened in the external application for that type of attachment. You may be prompted to download an external application to view the attachment if your device cannot open the supported file types.

If a task is assigned to you, the plus icon is displayed on the Attachments screen so that you can add additional attachments to the task.

Actions, ION Notification

Tap the action icon to display the **Share** option.

Share ION Notification

Tap **Share** to display the notification in a new window. You can:

- Add more content or edit the ION notification
- Share it with specific users or groups
- Add attachments
- Add a location
- Post

Cancel Share ION Notification

Tap the back icon to return to the task details screen.

Acknowledge ION Notification

Tap **Done** to acknowledge an ION notification. All acknowledged ION notifications are removed from the tasks list.

Actions, if not Assigned to Me

Tap the action icon to display these options:

- **Share Task**
- **Add Note**
- **Add Attachment**
- **Cancel**

Share Task

Tap **Share Task** to display the task in a new window. You can:

- Add more content to the task
- Share it with specific users or groups
- Add attachments
- Add a location
- Send

Cancel Share Task

Tap the back icon to return to the task details screen.

Add Note

If notes do not exist, **Add Note** is displayed. If notes exist, **View Notes** is displayed.

Tap **Add Note**. The notes screen is displayed. If no notes exist, a message is displayed:

Tap **OK** to close the message dialog. Tap the back icon to return to the task details screen.

View Notes

Tap **View Notes** to access the notes screen where all existing notes are displayed. If the task is not assigned to you, you cannot create a new note. Tap the back icon to return to the task details screen.

Add Attachment

If attachments do not exist, **Add Attachment** is displayed. If an attachment exists, **View Attachments** is displayed.

Tap **Add Attachment**. The attachments screen is displayed. If attachments do not exist, a message is displayed.

Tap **OK** to close the message dialog. Tap the back icon to return to the task details screen.

View Attachments

If attachments exist, tap **View Attachments** to access the attachments screen where all existing attachments are displayed.

If the attachment is a file, when you click it, the file is opened in the external application for that type of attachment. You may be prompted to download an external application to view the attachment if your device cannot open the supported file types.

If the task is not assigned to you, you cannot add a new attachment. Tap the back icon to return to the task details screen.

Cancel

Tap **Cancel** to close the dialog. You remain on the task details screen.

Take Action

If a task is assigned to you, you can take action on the task details screen.

When you tap the action icon , these options are displayed:

- **Approve**
- **Reject**
- **Cancel**

Approve

Tap **Approve**. The task is removed from your tasks list.

Reject

Tap **Reject**. The task is removed from your tasks list.

Cancel

Tap **CANCEL** to close the dialog. You remain on the task details screen.

Filter

Tap the filter icon from the tasks top navigation to display the filter options:

- **All Tasks**
- **My Tasks**
- **Escalated Tasks**

Tap any of the options to filter the tasks accordingly.

The top navigation also displays the filtered selection.

Tap **Cancel** to close the dialog. You remain on the tasks screen.

Search Tasks

You can search for any tasks on the tasks screen:

As you start entering text, matching results are displayed.

Tap **X** to clear the search input area.

Workflows

Workflows are part of the Tasks section. Tap the drop-down arrow to display a dialog with these options:

- **Tasks**
- **Workflows**
- **Cancel**

Tap **Workflows** to go to Workflows screen. The workflows screen displays all of the workflow instances, if any. If there are no workflows to display, a message is displayed to indicate that no workflows exist.

Tap the filter icon  to display all of the workflow categories:

- All
- Running
- Completed
- Canceled
- Failed

Tap a category to display the workflows for that category.

Workflow Progress

Tasks generated by Workflow in ION are displayed in the Infor Ming.le mobile application. You can view a graphical indication of the workflow progress on the task Details screen. To see the diagram:

1 Open **Task Details**.

2 Tap **Menu**.

3 Tap **Workflow Progress**.

Workflow execution waits for the user action before continuing execution:

4 Tap the user icon to assign the task.

5 Tap **Done** and confirm the action to complete the task.

6 Navigate to the task Details screen to see the updated progress diagram.

The task details and the workflow progress are updated across the other interfaces:

- The Infor Ming.le page
- The Infor Inbox application
- The Task List widget

Workflow Details

Tap the workflow to display the details screen. On the details screen, you can view the workflow name and description, status, along with the attachments, if any, and the parameters of the workflow.

View Attachments

Tap the file type icon to view the content of a file.

When you click a file attachment, the attachment is opened in the external application for that type of attachment. You may be prompted to download an external application to view the attachment if your device cannot open the supported file types.

Starting a workflow

You can start a workflow manually from your mobile application. Tap the plus icon + to display the New Workflow screen. On the New Workflow screen, all the available workflow templates are listed. Tap the workflow template that you want to use. Based on the definition of the workflow selected, the corresponding input fields are displayed. You can customize the workflow instance name and description and enter the values in the mandatory fields.

Add Attachments

You can add attachments to new and running workflow instances. Tap **Add New** on the New Workflow screen to prompt a dialog with these options:

- **Record Audio**
- **Audio Library**
- **Photo Library**
- **Video Library**
- **Capture Photo**
- **Capture Video**

- **Documents**
- **Cancel**

Record Audio

Tap **Record Audio**. The Record Audio screen is displayed with the record icon in the center of the screen. Tap **Tap to record** to record the voice or conversation. Tap the record icon to stop recording and tap **Save** to attach this audio file to your workflow. The audio file is displayed as an attachment on the attachments screen.

Audio Library

Tap **Audio Library**. All the available audio files on your device are displayed, if any. Tap the file to select a file and tap **Done** to attach this audio file to your workflow.

If audio files are not available, a **No Audio Files** message is displayed.

Photo Library

Tap **Photo Library**. The **Open from** slide screen on your device is displayed, and the Images folder is highlighted. Tap **Images**. The image library on your device is displayed. You can select one or more existing images. The selected images are uploaded and displayed as attachments to your workflow.

Video Library

Tap **Video Library**. The **Open from** slide screen on your device is displayed, and Videos folder is highlighted. Tap **Videos**. The video library on your device is displayed. You can select one or more existing videos. The selected videos are uploaded and displayed as attachments to your workflow.

Capture Photo

Tap **Capture Photo**. The camera on your device is activated. You can take a new photo and tap the check mark icon to upload the new photo. Tap the back icon to take another photo**.** Tap the cross mark icon to close the camera.

Capture Video

Tap **Capture Video**. The camcorder on your device is activated. You can record the video and tap the check mark icon to upload the new video. Tap the back icon to record the new video. Tap the cross mark icon to close the camcorder.

Documents

Tap **Documents.** The **Open from** slide screen on your device is displayed. You can select an existing image, video, audio or any other file from the Downloads folder. Tap the image, video, audio, or file to add it to your workflow. It is displayed on the attachments screen.

Tap **Documents.** The **Open from** slide screen on your device is displayed. You can select existing images, videos, audios, and any other files from Downloads folder. Tap one or more images, videos, audios, and other files to select them, and tap **Done** to add these files to your workflow. They are displayed on the attachments screen.

Cancel

Tap **Cancel**. The dialog box closes, and you remain on the New Workflow screen.

After you finish adding the attachments to a new workflow instance, tap **Start** to start the new workflow instance.

Cancel a Workflow

If a workflow instance is in running status, you can either cancel the workflow or add attachments to it.

Tap the more icon on the Workflow Details screen to display a dialog with these options:

- **Cancel Workflow**
- **View Notes**
- **Add Attachments**

Tap **Cancel Workflow**. The workflow is now canceled and the status of the workflow changes to Canceled.

View Notes

You can view notes related to all of the workflow instances that you started, if any. Tap **View Notes** to go to the notes screen. All notes, within the specified date range, are listed on the screen.

Add Attachments

You can add attachments to running workflow instances. Tap **Add Attachments** to display a dialog with these options:

- **Record Audio**
- **Audio Library**
- **Photo Library**
- **Video Library**
- **Capture Photo**
- **Capture Video**

- **Documents**
- **Cancel**

Remove a Workflow

You can remove a workflow instance if the workflow is in completed, canceled, or in failed status. Tap the more icon ....

Tap **Remove Workflow**. The workflow is now removed from the workflows list view.

Search Workflows

You can search for any particular workflows on the workflow screen:

As you start entering text, matching results are displayed.

Tap **X** to clear the search input area.

Posts

The post screen displays the most recent posts. Each post has options that are displayed when you open the post, such as adding a comment and sharing the post.

Create Post

To create a post, tap the plus icon.

Enter your message in the **New Post** area. When you start entering text, the file , camera and location icons are activated.

When creating a new post, you can specify users and groups within your post by using the “@” sign. When you input the “@” sign, a new window is displayed. Input a letter in the new window. A list of matching users and groups are displayed.

Tap the user or group to select it. The name is highlighted in the post area. Tap the send icon to post the message. The user or group receives a notification about being mentioned in the post.

Visibility (privacy level)

Tap **Public** in area below the New Post section to change the privacy level of the post . Tap **Public** to display different options for the visibility of the post. Tap the option to determine the audience for the post. Only the chosen users or group can see the post.

Add Attachments

You can add attachments to your post by tapping the file and camera icons. Each icon gives you different options to attach different type of files.

File

Tap the file icon to add audio attachments, displayed on the left side of the assignment. Tap the file icon to prompt a dialog with these options:

- **Record Audio**
- **Audio Library**
- **Documents**
- **Cancel**

Record Audio

Tap **Record Audio**. The Record Audio screen is displayed with the record icon in the center of the screen. Tap **Tap to record** to record the voice or conversation. Tap the record icon to stop recording, and tap the save icon to attach this audio file to your post. The audio file is displayed as an attachment on the New Post screen.

Audio Library

Tap **Audio Library**. All the available audio files, if any, on your device are displayed. Tap the file to select a file, and tap **Done** to attach this audio file to your post.

If audio files are not available, a **No Audio Files** message is displayed.

Documents

Tap **Documents.** The **Open from** slide screen on your device is displayed. You can select an existing image, video, audio, or any other file from Downloads folder. Tap the image, video, audio, or file to add it to the post item. It is displayed on the attachments screen.

Tap **Documents.** The **Open from** slide screen on your device is displayed. You can select existing images, videos, audios, and any other files from Downloads folder. Tap one or more images, videos, audios, and other files to select them, and tap **Done** to add these files to a post item. They are displayed on the attachments screen.

Camera

Tap the camera icon to add photo or video attachments, displayed on the left side of the assignment. Tap the camera icon to prompt a dialog with these options:

- **Photo Library**
- **Video Library**
- **Capture Photo**

- **Capture Video**
- **Cancel**

Photo Library

Tap **Photo Library**. The **Open from** slide screen on your device is displayed, and the Images folder is highlighted. Tap **Images**. The image library on your device is displayed. You can select one or more existing images. The selected images are uploaded and displayed as attachments to your post.

Video Library

Tap **Video Library**. The **Open from** slide screen on your device is displayed, and Videos folder is highlighted. Tap **Videos**. The video library on your device is displayed. You can select one or more existing videos. The selected videos are uploaded and displayed as attachments to your post.

Capture Photo

Tap **Capture Photo**. The camera on your device is activated. You can take a new photo and tap the check mark icon to upload the new photo. Tap the back icon to take another photo. Tap the cross mark icon to close the camera.

Capture Video

Tap **Capture Video**. The camcorder on your device is activated. You can record the video and tap the check mark icon to upload the new video. Tap the back icon to record the new video. Tap the cross mark icon to close the camcorder.

Cancel

Tap **Cancel** to close the dialog. You remain on the new posts screen.

Add Location

Tap the location icon to add your current location to the post. The location value is displayed next to the location icon.

Post

Tap the send icon to post your new message to the users and groups specified within your post. Your post is also displayed on the Posts section of your profile screen.

Cancel

Tap the back icon to cancel the new post. The New Post screen closes and you are returned to the posts screen.

Post Details

From the post details screen, you can view the original post, along with any additional comments and attachments.

From the post details screen, you can view the original post with location details, if any, along with any additional comments, the number of likes, and the number of attachments.

Upload an attachment to the Infor Document Management (IDM) mobile app

You can upload an attachment from the Infor Ming.le mobile application to the Infor Document Management mobile application, if you have installed the IDM mobile application on your device. An attachment can be an image, video, or document file type.

Tap the image on the Posts screen. The image is displayed on a full screen. Tap the share icon to display the share options dialog.

Tap **IDM** to open the IDM application. The image is displayed in the Infor Document Management mobile app, if you are already signed into the IDM mobile app; otherwise, the sign-in screen is displayed. Select a document type and tap **Save** to save this image.

Tap the back arrow icon of the device to dismiss the share options dialog.

View Attachments

You can view the attachments of the post, if any. Tap the camera icon to view the image attachments. Tap the file icon to view the file attachments.

When you click a file attachment, the attachment is opened in the external application for that type of attachment. You may be prompted to download an external application to view the attachment if your device cannot open the supported file types.

Like/Unlike Post

Tap the heart icon , to Like a post. If another user likes your post, you receive a notification. If you tap the heart icon for a post, the like count is increased by a number and the total number of likes is displayed next to the heart icon.

Tap the same heart icon to Unlike a post. If you tap the heart icon for a post, the like count is decreased by a number, and the updated total number of likes is displayed next to the heart icon.

Add Comment

On the post details screen, you can add a new comment to the post. Tap the New Comment section. A cursor is displayed. When you start entering the text,the file, camera, and location icons and the **Post** option become active. You can also tag specific users to your comment.

Add Attachments

You can add the attachments to your comment. Tap the file and camera icons to prompt the attachment options dialogs.

Add Location

You can add location to your comment. Tap the location icon to add your current location to the comment. The location value is displayed below your comment.

Share Post

Tap the share icon to display the Share Post screen.

You can:

- Add more content or edit the post message
- Share it with specific users or groups
- Add attachments
- Add a location
- Share the post message

Cancel Share Post

Tap the back icon to close the dialog. You remain on the post details screen.

Delete Post

Tap the delete icon to delete the post message**.** A Delete Post warning message is displayed. Tap **Yes** to confirm. The post message is removed from within the application. Tap **No** to cancel. The Delete Post dialog is closed. You remain on the post details screen.

Cancel

Tap **Cancel** to close the dialog. You remain on the post details screen.

Search Posts

You can search for particular posts on the posts screen:

As you start entering text, matching results are displayed.

Tap **X** to clear the search input area. Tap the back icon to return to the posts screen.

Connections

The connections section has these screens.

- My Connections
- My Groups
- Directory

My Connections

The My Connections screen displays a list of these users:

- All users with whom you have connected
- All uses whom you are following
- All users who are following you

If you are connected to a user, tap C to display a dialog with **Disconnect** and **Cancel** options.

Tap **Disconnect** to disconnect the user. Tap **Cancel** to close the dialog.

If you are following a user, tap F to display a dialog with **Unfollow**, **Connect**, and **Cancel** options.

Tap **Unfollow** to stop following the user or tap **Connect** to send a connection request to the user. Tap **Cancel** to close the dialog.

If you are followed by a user, tap F to display a dialog with **Connect**, **Follow**, and **Cancel** options.

Tap **Follow** to start following the user or tap **Connect** to send a connection request to the user. Tap **Cancel** to close the dialog.

My Groups

The My Groups screen displays a list of these groups:

- All groups of which you are a member
- All groups for which you are a group administrator

If you are a group member, tap M to display a dialog with **Disconnect** and **Cancel** options.

Tap **Disconnect** to disconnect from the group. Tap **Cancel** to close the dialog.

If you are the only group administrator, tapping A displays the group profile screen.

If you are one of multiple group administrators, tapping A displays a dialog with **Disconnect** and **Cancel** options.

Tap **Disconnect** to disconnect from the group. Tap **Cancel** to close the dialog.

Directory

The Directory screen has a People section and a Groups section.

- Tap **People** to display a list of all users with their current status.
- Tap **Groups** to display a list of all groups with the current status.

People

If you are not connected to a user, tap + to display a dialog with **Connect**, **Follow**, and **Cancel** options.

Tap **Connect** to send a connection request to the user, or tap **Follow** to start following the user. Tap **Cancel** to close the dialog.

If you receive a connection request from a user, tap to display a dialog with **Accept**, **Decline**, and **Cancel** options.

Tap **Accept** to accept the connection request, or tap **Decline** to decline the connection request. Tap **Cancel** to close the dialog.

If you sent a connection request to a user, tap to display a dialog with **Cancel Request** and **Cancel** options.

Tap **Cancel Request** to cancel the connection request sent to a use or tap **Cancel** to close the dialog.

Groups

Tap + to display a dialog with **Connect**, **Follow**, and **Cancel** options.

Tap **Connect** to connect with the group.

- If it is a public group, you are connected instantly and become a member of the group. The current status changes to .
- If it is a private group, your request to join the group is sent to the group. The current status changes to .

Tap to display a dialog with **Cancel Request** and **Cancel** options.

Tap **Cancel Request** to cancel the request sent to the group. The current status changes to . Tap **Cancel** to close the dialog.

Notifications

The notifications screen displays all your notifications. Some notifications have details, which are displayed on the notification details screen. Details include:

- Comments
- Attachments
- Number of Likes to the post

On the notification details screen, you can like/unlike, share, and add comments to the notification post.

You can also delete notifications from the notifications screen.

Push Notifications

Push notifications functionality is available on your mobile device only if your mobile application is configured to Infor Ming.le 12.0.3 or later (Cloud Edition) or 12.0.8 or later (on-premises edition).

You can always go to **Settings** > **Apps** > **Infor Ming.le** > **Notifications** to turn on or off the notifications for the Infor Ming.le mobile application.

These are the types of notifications also displayed on the device lock screen if it is locked or if it is not locked but displayed as a banner:

- Connection requests sent to you
- Requests sent to you to join a group
- Posts to a group, to which the user belongs
- Comments on your posts
- Other user comments to a post on which you commented
- Someone has tagged you in a post
- A new task has been created
- A task is escalated
- A new alert has been created
- An alert has been escalated

Enabling push notifications on your device

Depending on how your company sets up Infor Ming.le, before you can use the push notifications functionality, your Infor Ming.le administrator may first need to enable the push notifications service.

If your mobile application is configured for an on-premises edition of Infor Ming.le, the push notifications service must be enabled in your tenant. Consult your Infor Ming.le administrator for assistance.

If your mobile application is configured for a Cloud Edition of Infor Ming.le, your tenant is configured automatically at the time of tenant provisioning to use the push notifications functionality.

For both on-premises and Cloud Edition scenarios, to receive push notifications on your device, you must enable the notification setting on your device. To do so, select **Settings** > **Notifications** > **Infor Ming.le** > **Allow Notifications** > **Show on Lock Screen**.

Notification Details

If a notification has details, a right arrow is displayed in the right corner for the notification. Tap the right arrow to go to the notification details screen. You can view the notification post, along with any additional comments and attachments.

View Notifications/Post Attachments

You can view the attachments, if any, of the notification post. Tap the camera icon to view the image attachments. Tap the file icon to view the file attachments.

When you click a file attachment, the attachment is opened in the external application for that type of attachment. You may be prompted to download an external application to view the attachment if your device cannot open the supported file types.

Like/Unlike Notification Post

Tap the heart icon ♡ , to like a post. If another user likes your post, you receive a notification. If you tap the heart icon for a post, the like count is increased by a number and the total number of likes is displayed next to the heart icon.

Tap the same heart icon to unlike a post. If you tap the heart icon for a post, the like count is decreased by a number, and the updated total number of likes is displayed next to the heart icon.

Add Comment

You can add a comment to the notification post. On the notification details screen, you can add the comment to the post. When you start entering the text, the file, camera, and location icons and the **Post** option become active.

Add Attachments

You can add attachments to your comment. Tap the file and camera icons to prompt the attachment options dialogs.

Add Location

You can add a location to your comment. Tap the location icon to add your current location to the comment. The location value is displayed below your comment.

Actions

From the notification details screen, you can share a post and delete a post, if it is your own post.

Share Post, from Notifications

Tap the share icon to display share post screen and tap send icon to share the post:

You can:

- Add more content or edit the post message
- Share it with specific users or groups
- Add attachments
- Add a location
- Share the notification post

Cancel Share Notification Post

Tap the back arrow on the top navigation to close the share post screen. You remain on the details screen.

Delete Post

Tap the delete icon . Deleting the notification post removes it from within the application.

Cancel

Tap the back arrow on the device to close the details screen. You return to the notifications screen.

Delete Notification

You can delete notifications from the notifications screen. Tap a notification and hold to display **Delete** on the screen. Tap **Delete** to delete the notification. The selected notification is removed from the notifications screen.

Search Notifications

You can search for particular notifications on notifications screen:

As you start entering the text, matching results are displayed.

Tap **X** to clear the search input area. Tap the back icon to return to the notifications screen.

Streams (available only on tablet devices)

The streams screen displays the list of the stream instances. Tap the drop-down arrow to display the options. You can view the list by selecting **All Streams** or **My Streams** from the drop-down list.

Filter

You can filter the streams list by status by tapping the filter icon and selecting a status from the overlay screen:

- Not Started
- Running
- Canceled
- Completed
- All

Tap the stream to display the stream details screen, which includes the stream name, description, due date, template owners, stream owners, participants, and steps.

Create a New Stream

You can create a new stream instance from your mobile application. Tap the plus icon to display the Choose a Template screen. On the Choose a Template screen, by default, all of your active templates are listed.

You can filter the templates list by **All Templates** or **My Templates**. Tap the template that you want to use. Based on the definition of the template selected, the corresponding details are displayed.

You can customize the stream instance name by tapping Edit on the details panel. When you create a new stream instance, you can do the following:

- Edit the stream name
- Edit the stream description
- Change the privacy level

- Change the due date of the stream
- Add/Delete stream owners, including IFS distribution groups and Infor Ming.le groups
- Add/Delete internal participants, including IFS distribution groups and Infor Ming.le groups
- Add/Delete external participants
- Add/Delete tags

After you finish editing the new stream details, tap **Save** to save the new stream instance or tap **Cancel** to discard the current stream instance.

Add Steps (a new stream instance)

You can add steps when you create a new stream instance.

The Steps panel displays all of the steps, if any steps are added at the template level. Tap **Edit** on the Steps panel to go to the Stream Steps screen.

Tap the plus icon to display the Add Step screen.

On the Add Step screen, enter the necessary details.

Tap **Save** to add the new step to the bottom of the steps list. You can reorder the steps as required.

Tap the plus icon to add another step, or tap **Done** to go back to the Create New Edit Stream screen.

Tap **START NEW STREAM** to start the current new stream instance, or tap **Done** to go back to the streams section.

Start a Stream

To start a stream, you must be the owner of the stream.

On the left panel of the streams section, tap a stream with a **Not Started** status to select it. Tap the action icon to display a dialog with these options:

- **Edit**
- **Start**
- **Cancel**
- **Delete**

Tap **Start** to start the stream. The status of the stream changes to **Running**.

Edit a Stream

To edit a stream, you must be the owner of the stream.

On the left panel of the streams section, tap a stream with a **Not Started**, **Running**, **Completed** or **Canceled** status to select it. Tap the action icon to display the dialog.

Tap **Edit** to edit the stream. On Edit Stream screen, tap **Edit** to open the Stream Details screen where you can edit this information:

- Name
- Description
- Privacy
- Due Date
- Add/Delete Tags
- Add/Delete Stream Owners
- Add/Delete Internal and External Participants

Tap **Save** to save your changes to the stream. Tap **Done** to go back to the streams section.

Complete a Stream

To complete a stream, you must be the owner of the stream.

On the left panel of the streams section, tap a stream with a **Running** status to select it. Tap the action icon to display a dialog with these options:

- **Edit**
- **Complete**
- **Cancel**
- **Delete**

Tap **Complete** to complete the stream. The status of the stream changes to **Complete**.

Restart a Stream

To restart a stream, you must be the owner of the stream.

On the left panel of the streams section, tap a stream with a **Completed** status to select it. Tap the action icon to display a dialog with these options:

- **Edit**
- **Restart**
- **Delete**

Tap **Restart** to restart the stream. The status of the stream changes to **Running**.

Cancel a Stream

To cancel a stream, you must be the owner of the stream.

On the left panel of the streams section, tap a stream with a **Running** status to select it. Tap the action icon to display this dialog:

Tap **Cancel** to display a dialog with these options:

- **Edit**
- **Complete**
- **Cancel**
- **Delete**

Tap **Cancel** to display the confirmation dialog.

Tap **Yes** to cancel the stream. The status of the stream changes to **Canceled**.

Delete a Stream

To delete a stream, you must be the owner of the stream.

On the left panel of the streams section, tap a stream with any status (**Not Started, Running**, **Completed**, or **Canceled**) to select it. Tap the action icon to display a dialog with these options:

- **Edit**
- **Complete**
- **Cancel**
- **Delete**

Tap **Delete** to display the confirmation dialog.

Tap **Yes** to delete the stream. The selected stream is deleted from the streams list.

Join a Stream

You can join a public stream if you are not a participant of the stream.

On the left panel of the streams section, tap a stream with a **Not Started** or **Running** status to select it. Tap the action icon to display a dialog with a **Join** option.

Tap **Join** to join the stream. You are added to the stream as an internal participant.

Leave a Stream

You can leave a stream if you are an internal participant of the stream.

If you are the stream owner, you cannot leave the stream.

On the left panel of the streams section, tap a stream with a **Not Started** or **Running** status to select it. Tap the action icon to display a dialog with a **Leave** option.

Tap **Leave** to leave the stream. You are removed from the list of internal participants of the stream.

Reorder Stream Steps

To reorder stream steps, you must be the owner of the stream.

On the left panel of the streams section, tap a stream with a **Not Started** or **Running** status to select it. Tap the action icon to display a dialog with these options:

- **Edit**
- **Complete**
- **Cancel**
- **Delete**

Tap **Edit** to open the Edit Stream screen.

Tap **Edit** on the Steps panel to go to the Edit Stream Steps screen:

To reorder the stream step, tap and hold the step that you want to move. Drag the step up or down to a new location, and release the step. You can reorder the steps as often as you want.

Tap **Done** to go back to the Edit Stream screen.

Add Steps (existing stream instance)

To add steps to a stream, you must be the owner of the stream.

On the left panel of the streams section, tap a stream with a **Not Started** or **Running** status to select it. Tap the action icon to display a dialog with these options:

- **Edit**
- **Complete**
- **Cancel**
- **Delete**

Tap **Edit** to go to the Edit Stream screen.

Tap **Edit** on the Steps panel to go to the Stream Steps screen.

Tap the plus icon to add a step to the current stream instance.

On the Add Step screen, enter the necessary details.

Tap **Save** to add the new step to the bottom of the steps list. You can reorder the steps as required.

Tap the plus icon to add another step, or tap **Done** to go back to the Edit Stream screen.

Start a Stream Step

To start a stream step, you must be owner of the stream or an internal participant of the stream step.

On the left panel of the streams section, tap a stream with a **Running** status to select it.

On the right panel on the Stream Details screen, tap the right arrow icon of the step to go to the Step Details screen. Tap the action icon to display a dialog with these options:

- **Edit**
- **Start**
- **Delete**

Tap **Start** to start the step. The status of the stream step changes to **Running**.

Add Attachments

To add attachments to a stream step, you must be the owner of the stream or an internal participant of the stream step.

On the left panel of the streams section, tap a stream with a **Running** status to select it.

You can add attachments to a stream step in **Running** status.

On the right panel on the Stream Details screen, tap the right arrow icon of the step to go to the Step Details screen. Tap the add attachments icon to prompt the attachment options dialog.

Tap the plus icon to prompt the attachment options dialog with these options:

- **Record Audio**
- **Audio Library**
- **Photo Library**
- **Video Library**
- **Capture Photo**
- **Capture Video**
- **Documents**
- **Cancel**

Add Comments

To add comments to a stream step, you must be the owner of the stream or an internal participant of the stream step, if the stream is a private stream.

If the stream is a public stream, any Infor Ming.le user who is not a participant of the stream can also add comments to a stream step.

On the left panel of the streams section, tap a stream with a **Running**, **Completed**, or **Canceled** status to select it.

You can add comments to a stream step that has a **Not Started**, **Running**, or **Completed** status.

On the right panel on the Stream Details screen, tap the right arrow icon of the step to go to Step Details screen. Tap the comments icon to display the Comments screen.

In the **New Comment** box, enter your comment. You can add attachments to the comment. Tap **Send** to add your comment to the current stream step. Tap **Done** to dismiss the Comments screen and go back to the Step Details screen.

Edit a Stream Step

To edit a stream step, you must be the owner of the stream.

On the left panel of the streams section, tap a stream with a **Not Started** or **Running** status to select it.

You can edit a stream step only with a **Not Started** or **Running** status.

On the right panel on the Stream Details screen, tap the right arrow icon of the step to go to the Step Details screen. Tap the action icon to display a dialog with these options:

- **Edit**
- **Complete**
- **Delete**

Tap **Edit** to go to the Edit Step screen.

On the Edit Step screen, you can edit this information only:

- Name
- Description
- Due In
- Select/Clear **Inherit Stream Participants** check box
- Select/Clear **Start Step Only by Internal Participants** check box
- Add/Delete Internal and External Participants
- Add/Delete Attachments

You cannot edit the widget details on the mobile application if the step has any widgets.

Tap **Save** to save the changes to the step.

Complete a Stream Step

To start a stream step, you must be the owner of the stream or an internal participant of the stream step.

On the left panel of the streams section, tap a stream with a **Running** status to select it.

You can complete a stream step only with a **Running** status.

On the right panel on the Stream Details screen, tap the right arrow icon of the step to go to the Step Details screen. Tap the action icon to display a dialog with these options:

- **Edit**
- **Complete**
- **Delete**

Tap **Complete** to complete the step. The status of the stream step changes to **Completed**.

Resume a Stream Step

To resume a stream step, you must be the owner of the stream.

On the left panel of the streams section, tap a stream with a **Running** status to select it.

You can resume a stream step only with a **Completed** status.

On the right panel on the Stream Details screen, tap the right arrow icon of the step to go to the Step Details screen. Tap the actions icon to display a dialog with a **Resume** option.

Tap **Resume** to resume the step. The status of the stream step changes to **Running**.

Delete a Stream Step

To delete a stream step, you must be the owner of the stream.

On the left panel of the streams section, tap a stream with a **Running** status to select it.

You can delete a stream step only with a **Not Started** or **Running** status.

On the right panel on the Stream Details screen, tap the right arrow icon of the step to go to the Step Details screen. Tap the action icon to display a dialog with these options:

- **Edit**
- **Complete**
- **Delete**

Tap **Delete** to delete the step. The selected step is removed from the steps list.

Search Streams

You can search for particular streams on the streams screen:

As you start entering the text, matching results are displayed.

Tap **X** to clear the search input area.

Manage profiles

You can manage your profiles on the Profiles screen where you can do these tasks:

- Add a new profile
- Set a profile as the default profile
- Edit a profile
- Delete profile

Adding a new profile

To add a new profile to the Profiles screen, tap the plus icon to display the Add Profile dialog and tap **Scan** to scan a QR code:

Setting the profile as the default

When you add the first profile, it is set as your default profile.

You can change your default profile only when you have more than one profile on the Profiles screen. To set another profile as the default, tap the profile to display a dialog with these options:

- **Set Profile as default**
- **Edit Profile**
- **Delete Profile**
- **Cancel**

Tap **Set Profile as default** to set this profile as the default.

Editing the profile

Tap the profile to display the options dialog.

Tap **Edit Profile** on the options dialog to go to the Edit Profile screen. You can edit only the profile name.

Tap **Save** to save your changes.

Deleting the profile

Tap the profile to display the options dialog.

Tap **Delete Profile** to delete a profile from the Profiles screen.