Infor Ming.le Mobile Application User Guide - Windows OS

Release 12.0.3

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Getting started

Infor Ming.le™ is a mobile application that runs on a Windows device. We support these versions of Windows:

- 10.0

Note: If your Windows device has earlier version of the operating system, then you must upgrade the device to Windows 10.

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

- Users
- Groups
- Alerts
- Tasks
- Workflows
- Posts
- Connections
- Notifications

Downloading the Infor Ming.le mobile application

You can download the Infor Ming.le mobile application for Windows devices from the Windows Store.

VPN connection

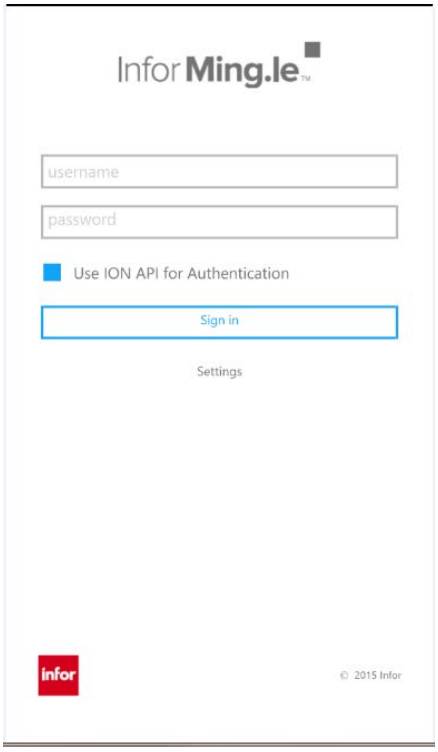
Depending on the configuration of your infrastructure, you may need to use a VPN (virtual private network) to connect to the Infor Ming.le mobile application. Check with your IT department or system administrator for more information.

Installing

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

Configuring your application

To configure your application, during the first sign-in, select the authentication method on the Sign in screen based on what version of Infor Ming.le you are using.



Limitation for Infor Ming.le 11.1.6 or an earlier version

You cannot use the Infor Ming.le mobile application on a Windows mobile device with an 11.1.6 or earlier (on-premises version) environment if you are using a VPN connection to a site that has untrusted or self-signed certificates. Consult your organization's Infor Ming.le administrator for more information. This limitation does not apply to Windows tablets.

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 on the Sign in screen. Tap **Settings** to enter your server details on the Settings screen.

2 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**.

3 Tap **Save**.

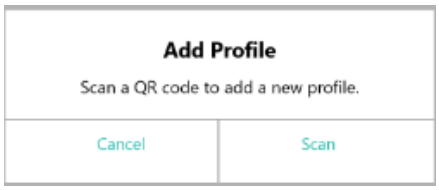
4 Tap the back arrow to return to the Sign in screen.

Limitation for Infor Ming.le 12.0.0 or a later version

To connect to a 12.0.0 or later (on-premises version) environment, you must have an authentic certificate, signed by a Public Certificate Authority.

Infor Ming.le 12.0.0 or later

1 If you have Infor Ming.le 12.0.0 or later, select the **Use ION API for Authentication** box on the Sign in screen. Tap **Settings** to display this dialog:



2 Tap **Scan**. The camera on your device is activated.

3 Scan a 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.

4 Tap **Test Connection** to validate the connection.

5 Tap **Save** to save the profile.

6 Tap the back arrow to go back to the Sign in screen.

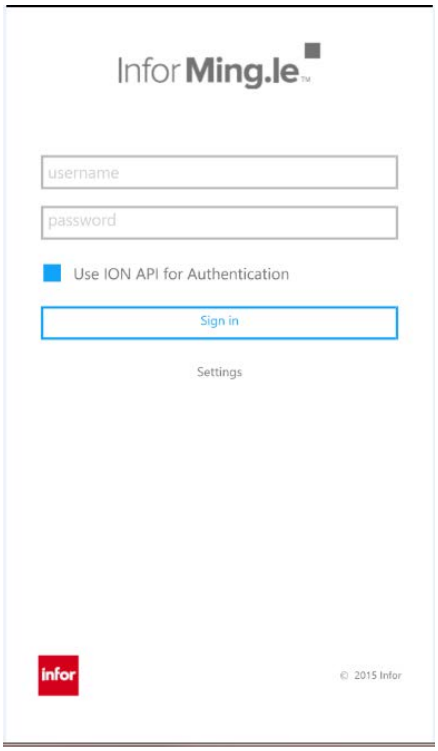
Signing in

When you access Infor Ming.le for the first time, the Sign in screen is displayed.

To access Infor Ming.le after the first time, to sign in to your account, tap the Infor Ming.le application on your device to open it.

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.

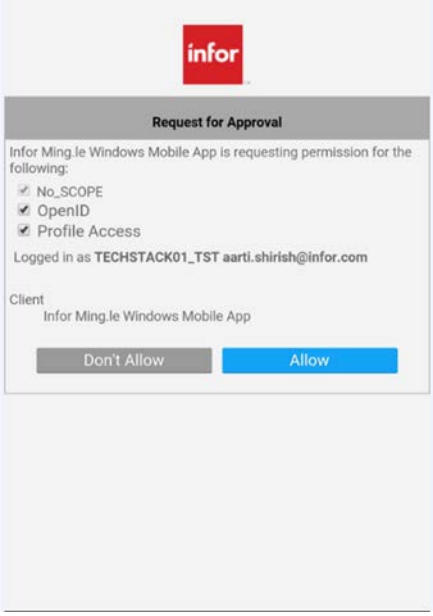
4 If you want to reconfigure your settings, tap **Settings** to open the Settings or Profiles screen, based on your selection. See the “Configuring your application” section above.

Infor Ming.le 12.0.0 or later

1 If you have Infor Ming.le 12.0.0 or later, 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, you are on the posts screen.

Hamburger Menu

Tap the hamburger menu 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
- Review your account information
- Review all of your posts

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 alerts

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 tasks
- View the 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
- Add a location to the posts
- Tag posts to specific users and groups
- Share posts
- Delete posts
- Add comments
- Tag comments to specific users
- Add a location to the comments
- Delete comments
- Add attachments
- View attachments
- Search for any posts

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

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** screen displays your information, including a join date, email address, department and, if listed, phone numbers. The Posts screen displays all your posts, along with any posts you are tagged in.

Cancel

Tap the back arrow to close the screen and to return to navigation menu screen.

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 screen 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

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 the more icon ••• on the user's profile screen. All available options are displayed:

Tap **Connect**. The user receives a notification about your connection request.

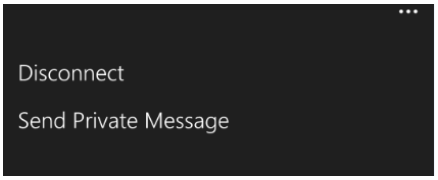
The user's profile now displays **Request Sent**.

Connected

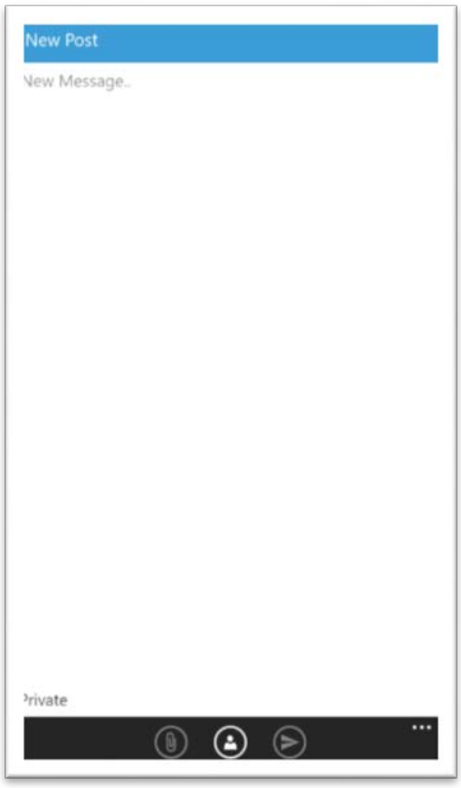
After the user accepts your connection request, the user's profile displays the connection status as **Connected**. When you are connected, you can send private messages to the user, and you can view any posts that the connected user sends to other users.

Send Private Message

When you are connected to other users, you can send private messages. Tap the more icon ••• on the user's profile screen. All available options are displayed:



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 **Disconnect** from the list of options to disconnect the user. The connection status on the user's profile screen changes to **Connect**.

Follow

You can follow a user if you are not connected to that user. This also applies when a connection request is pending.

Tap the more icon ••• on the user's profile screen. All available options are displayed:

Tap **Follow**. The connection status on the user's profile screen 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 select to stop following the user.

Tap the more icon ••• on the user's profile screen. All available options are displayed:

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

Cancel

Tap the more icon ••• to close the overlay dialog. You remain on the user's profile screen.

Groups

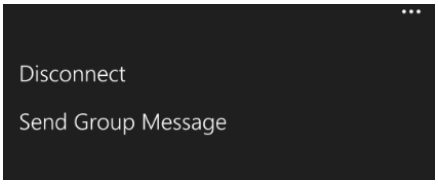
The Infor Ming.le mobile application allows you to send messages to groups. Groups are created on the web client. A group can be public or private. When a group is public, any user can view the group posts. When a group is private, only the members of that group can view the posts.

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

Swipe to the left to navigate to the Members screen 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.

Swipe to the left to navigate to the **Posts** screen and scroll down the screen to see a list of all group posts. You can also access the member's profile by tapping the name or image. Tap the post message to view the post details.

If you are a group member, the more icon ••• is displayed. Tap the icon to display this dialog:



Disconnect

To disconnect from a group, tap **Disconnect**. You are disconnected from the group after confirmation.

Send Group Message

To send a message to a group, tap **Send Group Message** 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 more 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 **Invite Users to Group** to display the colleagues screen. Tap users from the list to select them and tap the check icon.

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

Tap **X** 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 the alerts by tapping the filter icon ••• and selecting an option from the overlay screen. On the alerts screen, an escalated icon 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.

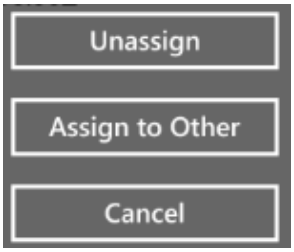
Assignment

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

Assign to Me

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

Unassign, only if Assigned to Me



Tap **Unassign**. The alert is removed from your alert list, and other users can assign themselves to it.

Assign to Other

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

Cancel

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

More Options, if Assigned to Me

Tap the action icon to display these options (based on the scenario, the options may be different):

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
- Send

Cancel Share Alert

Tap the back arrow to return to the alert 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 at the bottom of the screen, **Add Note** is displayed. Tap **Add Note** to display your note on the right side of the screen along with your profile image. Notes by others are displayed on the left side of the screen.

Add Attachment/View Attachments

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

Tap **Add Attachment** or **View Attachments** to access the attachments screen.

Picture/Video Library

Tap **Picture/Video Library**. The All Albums Favorites screen on your device is displayed, and all images and videos are displayed. You can select existing images and videos, or you can take new images and videos.

Tap the images and videos to select them. You can select one or more images and videos. Tap the check mark icon. The selected images and videos are uploaded and displayed as attachments to your alert.

Use Camera

Tap **Camera**. The camera on your device is activated. You can take either a new photo or video. Tap the camera icon to take a photo, or tap the video icon to record a video. Tap **Accept** to upload the new photo or video to your alert. Tap **Retake** to take another photo**.** Tap the back icon to close the camera.

Record Audio

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

Music Library

Tap **Music Library**. All the available music files, if any, on your device are displayed. Tap the file to select a file. Tap the check mark icon to attach this audio file to your alert.

If audio files are not available, a **This folder is empty** message is displayed.

Documents Library

Tap **Documents Library**. The All Albums Favorites screen on your device is displayed, and all of the images and videos are displayed. You can select existing images and videos, or you can take new images and videos.

Tap the images and videos to select them. You can select one or more images and videos. Tap the check mark icon and the selected images and videos are uploaded and displayed as attachments to your alert.

Tap the more icon to display more options. Tap **Choose Location** and select any app to view all other type of files. You can select one or more files. Tap the check mark icon. The selected files are uploaded and displayed as attachments to your alert.

Cancel

Tap the back arrow to close the attachments screen and return to the alert details screen.

More Options, if Not Assigned to Me

Tap the action icon to display these options:

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 arrow to return to the alert details screen.

Notes/View Notes

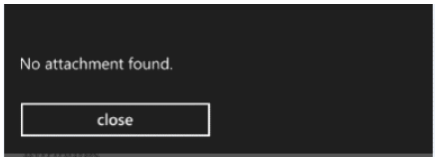
Tap **Notes**. The notes screen is displayed. If no notes exist, this message is displayed:

Tap **Close** to close the message dialog to return to the alert details screen.

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

Attachments/View Attachments

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



Tap **Close** to close the message dialog and return to the alert details screen.

Tap **View Attachments** to access the attachments screen where all existing attachments are displayed. If the alert is not assigned to you, you cannot add a new attachment. Tap the back arrow to return to the alert details screen.

Cancel

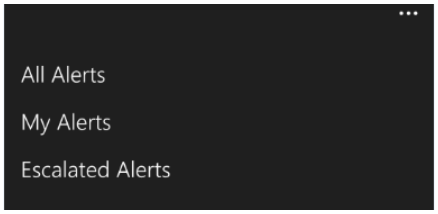
Tap **Cancel** to close the dialog. You remain on the alert details screen.

Mark as Done

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

Tap **Done** to remove the alert from your list.

Filter



Tap the more icon ••• on the alerts screen 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.

Search Alerts

Tap the search icon on the alerts screen to display the **Search** field.

As you start entering text, matching results are displayed.

Tap **Backspace** to clear the search input area. Tap **X** to return to the alerts screen.

Tasks

The Tasks section has Tasks and Workflows features.

The tasks screen displays the most recent tasks and ION notifications. On the tasks screen, an escalated icon is next to those tasks that have an escalated priority. You can also filter tasks by category by selecting a category from the **Filter** list.

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:

Assign to Me

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

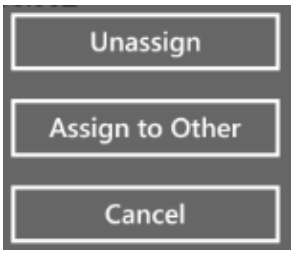
Edit Parameters

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

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 tasks details screen. Tap the right arrow to drill down the values. To drill further down, tap other right arrows, if any, 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.

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

More Options, if Assigned to Me

Tap the options icon to display these options:

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
- Send

Cancel Share Task

Tap the back arrow 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, **Add Note** is displayed. Tap **Add Note** to display your note on the right side of the screen along with your profile image. Notes by others are displayed on the left side of the screen.

Add Attachment/View Attachments

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

Tap **Add Attachment** or **View Attachments** to access the attachments screen. Tap **Add Attachments** to display the attachment options.

Picture/Video Library

Tap **Picture/Video Library**. The All Albums Favorites screen on your device is displayed, and all images and videos are displayed. You can select existing images and videos, or you can take new images and videos.

Tap the images and videos to select them. You can select one or more images and videos. Tap the check mark icon. The selected images and videos are uploaded and displayed as attachments to your task.

Use Camera

Tap **Camera**. The camera on your device is activated. You can take either a new photo or video. Tap the camera icon to take a photo, or tap the video icon to record a video. Tap **Accept** to upload the new photo or video to your task. Tap **Retake** to take another photo**.** Tap the back icon to close the camera.

Record Audio

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

Music Library

Tap **Music Library**. All the available music files, if any, on your device are displayed. Tap the file to select a file. Tap the check mark icon to attach this audio file to your task.

If audio files are not available, a **This folder is empty** message is displayed.

Documents Library

Tap **Documents Library**. The All Albums Favorites screen on your device is displayed, and all of the images and videos are displayed. You can select existing images and videos, or you can take new images and videos.

Tap the images and videos to select them. You can select one or more images and videos. Tap the check mark icon and the selected images and videos are uploaded and displayed as attachments to your task.

Tap the more icon to display more options. Tap **Choose Location** and select any app to view all other type of files. You can select one or more files. Tap the check mark icon. The selected files are uploaded and displayed as attachments to your task.

Cancel

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

More Options, 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
- Send

Cancel Share ION Notification

Tap the back arrow 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.

More Options, if not Assigned to Me

Tap the action icon to display these options:

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 arrow to return to the task details screen.

Notes/View Notes

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

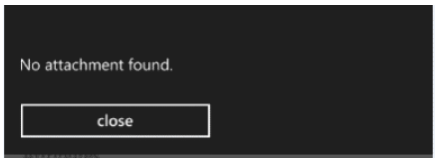
Tap **Notes**. If no notes exist, this message is displayed:

Tap **Close** to close the message dialog to return to task details screen.

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 arrow to return to the task details screen.

Attachments/View Attachments

Tap **Attachments**. If no attachments exist, this message is displayed:



Tap **Close** to close the message dialog to return to task details screen.

View Attachments

Tap **Attachments** to access the attachments screen where all existing attachments are displayed. If the task is not assigned to you, you cannot add a new attachment. Tap the back arrow to return to the task details screen.

Cancel

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

Mark as Done

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

Tap **Done** to remove the task from your list.

Take Action

If a task is assigned to you and the task has **Approve** and **Reject** options on the task details screen, you can select one of the options.

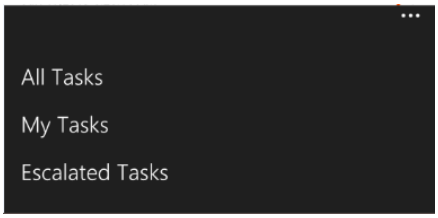
Approve

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

Reject

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

Filter



Tap the filter icon ••• 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.

Search Tasks

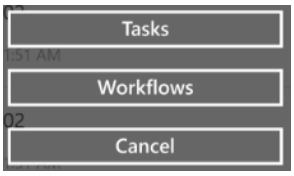
Tap the search icon on the tasks screen to display the **Search** field.

As you start entering text, matching results are displayed.

Tap **Backspace** to clear the search input area. Tap **X** to return to the tasks screen.

Workflows

Workflows are part of the Tasks section. Tap the drop-down arrow to display this dialog:



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 workflow to display the details screen, which also includes a summary and the parameters of the workflow.

Tap the more icon ••• to display all of the workflow categories:

- All
- Running
- Completed
- Canceled
- Failed

Tap a category to display the workflows for that category.

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 this dialog:

Picture/Video Library

Tap **Picture/Video Library**. The All Albums Favorites screen on your device is displayed, and all images and videos are displayed. You can select existing images and videos, or you can take new images and videos.

Tap the images and videos to select them. You can select one or more images and videos. Tap the check mark icon. The selected images and videos are uploaded and displayed as attachments to the workflow.

Use Camera

Tap **Camera**. The camera on your device is activated. You can take either a new photo or video. Tap the camera icon to take a photo, or tap the video icon to record a video. Tap **Accept** to upload the new photo or video to the workflow. Tap **Retake** to take another photo**.** Tap the back icon to close the camera.

Record Audio

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

Music Library

Tap **Music Library**. All the available music files, if any, on your device are displayed. Tap the file to select a file. Tap the check mark icon to attach this audio file to the workflow.

If audio files are not available, a **This folder is empty** message is displayed.

Documents Library

Tap **Documents Library**. The All Albums Favorites screen on your device is displayed, and all of the images and videos are displayed. You can select existing images and videos, or you can take new images and videos.

Tap the images and videos to select them. You can select one or more images and videos. Tap the check mark icon and the selected images and videos are uploaded and displayed as attachments to the workflow.

Tap the more icon to display more options. Tap **Choose Location** and select any app to view all other type of files. You can select one or more files. Tap the check mark icon. The selected files are uploaded and displayed as attachments to the workflow.

Cancel

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

Tap the save icon to save and 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 the available options:

- **Cancel Workflow**
- **Add Attachments**

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

You can also add attachments to a running workflow instance. Tap **Add Attachments** to display this dialog:

View Notes

You can view notes, if any, of all the workflow instances that you started. Tap the more icon ••• to display the **View Notes** option.

Tap **View Notes** to go to the notes screen. All notes, up to the till to date, are listed on the screen.

Remove a Workflow

You can remove a workflow instance if the workflow is in completed, canceled, or in failed status. Tap the more icon ••• to display the **Remove Workflow** option.

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

Search Workflows

Tap the search icon on the tasks screen to display the **Search** field.

As you start entering text, matching results are displayed.

Tap **Backspace** to clear the search input area. Tap **X** to return to the tasks screen.

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 add icon . This screen is displayed:

Enter your message in the new message area. When you start entering the text, the attachment , privacy level , location , and send icons are activated.

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

Use the group icon on the New Post screen to change the privacy level of the post. Tap the group icon to display different options for the visibility of the post. Tap the option to determine the audience for the post. Only the selected users or group can see the post.

Add Attachments

You can add attachments to your new message by tapping the attachment icon displayed at the bottom of the New Post screen. Tap the attachment icon to display this dialog:

Picture/Video Library

Tap **Picture/Video Library**. The All Albums Favorites screen on your device is displayed, and all images and videos are displayed. You can select existing images and videos, or you can take new images and videos.

Tap the images and videos to select them. You can select one or more images and videos. Tap the check mark icon. The selected images and videos are uploaded and displayed as on the New Post screen.

Use Camera

Tap **Camera**. The camera on your device is activated. You can take either a new photo or video. Tap the camera icon to take a photo, or tap the video icon to record a video. Tap **Accept** to upload the new photo or video to your post. Tap **Retake** to take another photo**.** Tap the back icon to close the camera.

Record Audio

Tap **Record Audio**. The Voice Record screen is displayed with the record icon in the center of the screen. Tap the voice icon to record the voice or conversation. Tap the voice icon again to stop recording. 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.

Music Library

Tap **Music Library**. All the available music files, if any, on your device are displayed. Tap the file to select a file. Tap the check mark icon to attach this audio file to your post.

If audio files are not available, a **This folder is empty** message is displayed.

Documents Library

Tap **Documents Library**. The All Albums Favorites screen on your device is displayed, and all of the images and videos are displayed. You can select existing images and videos, or you can take new images and videos.

Tap the images and videos to select them. You can select one or more images and videos. Tap the check mark icon and the selected images and videos are uploaded and displayed as attachments to your post.

Tap the more icon to display more options. Tap **Choose Location** and select any app to view all other type of files. You can select one or more files. Tap the check mark icon. The selected files are uploaded and displayed as attachments to your post.

Cancel

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

Add Location

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

Post the Message

Tap the send icon on the New Post screen to post your 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 arrow to close the New Post screen. 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.

View Attachments

If a post message has any attachments, the number of attachments is displayed on the right side of the details screen. Tap the file icon to view the file attachments. Tap the camera icon to view the image attachments.

You can also tap thumbnails to view the complete image.

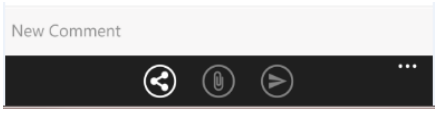
Like/Unlike Post

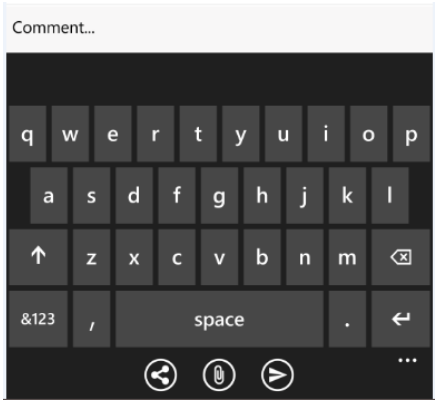
Tap the heart icon ♡, to like a post. If another user likes your post, you receive a notification. If you tap the heart icon for a post, the like count is increased by a number and the total number of likes is displayed next to the heart icon.

Tap the heart icon again to unlike a post. If you tap the heart icon to unlike 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 to display a cursor. When you start entering the text, the attachment, location, and send icons are activated. You can also tag specific users to your comment.





Add Attachments

Tap the attachment icon to add attachments to your comment.

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.

Send Comment

Tap the send icon to add your comment to the post message.

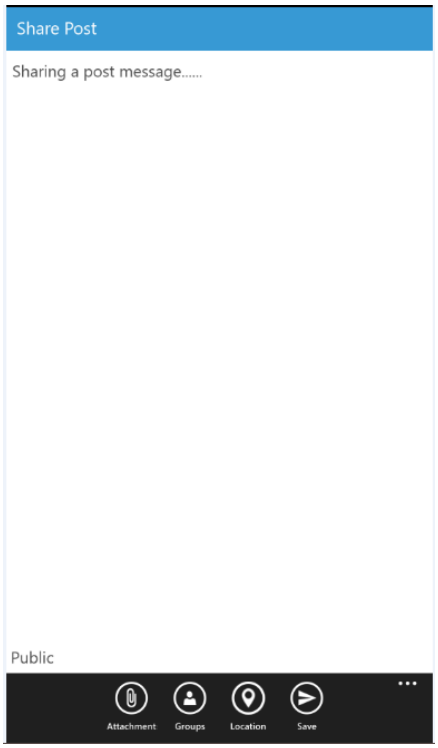
More Options

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

- **Delete Post**
- **Share Post**

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, only on Windows phones
- Send share post

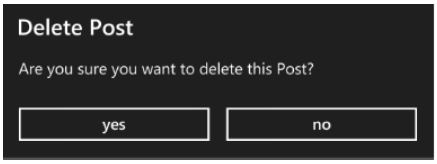
Cancel Share Post

Tap the back arrow to close the Share Post screen. You remain on the post details screen.

Delete Post

Tap **Delete Post** to delete your post message**.** A Delete Post warning message is displayed. Tap **Yes** to confirm the deletion. The post message is deleted. You remain on the post details screen.

Tap **No** to close the dialog. You remain on the post details screen.



Search Posts

Tap the search icon on the posts screen to display the **Search** field.

As you start entering text, matching results are displayed.

Tap **Backspace** to clear the search input area. Tap **X** to return to the Posts screen.

Connections (available from 12.0.0)

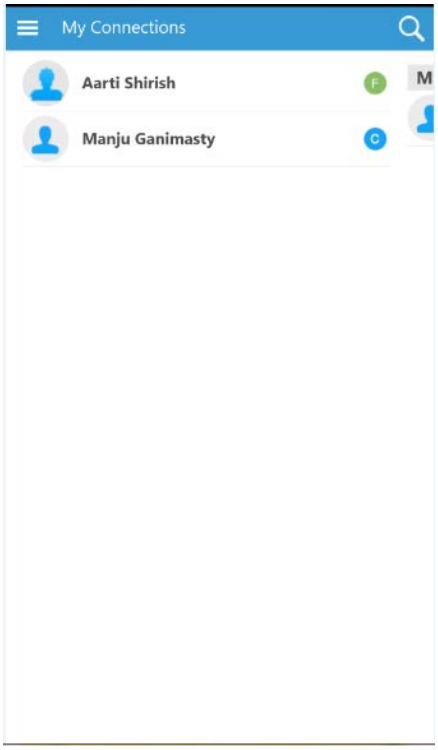
The connections section has these screens.

- My Connections
- My Groups
- Directory

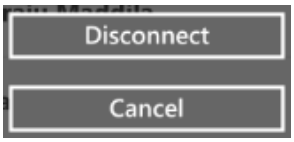
My Connections

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

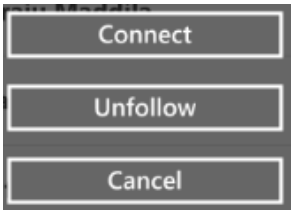


If you are connected to a user, tap C to display this dialog:



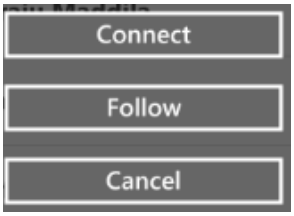
Tap **Disconnect** to disconnect the user. Tap **Cancel** to close the dialog.

If you are following a user, tap F to display this dialog:



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 this dialog:

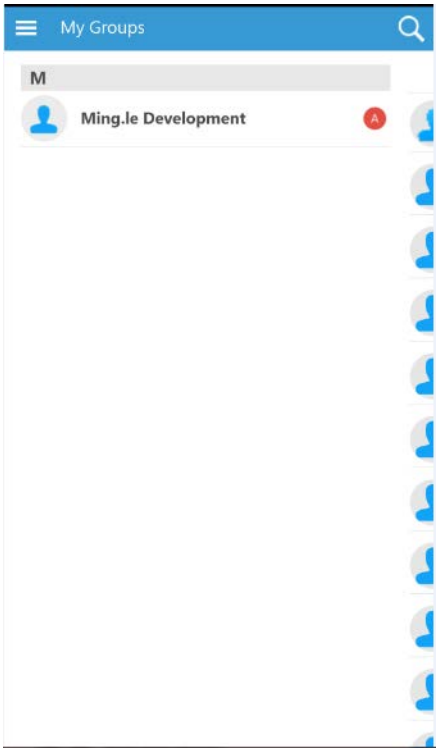


Tap **Follow** to start following the user or tap **Connect** to send a connection request to the user. Tap **Cancel** to close the dialog.

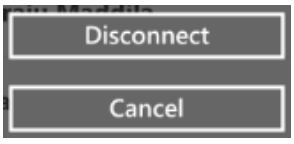
My Groups

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 this dialog:



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

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

If you are one of the group administrators, tapping displays this dialog:

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

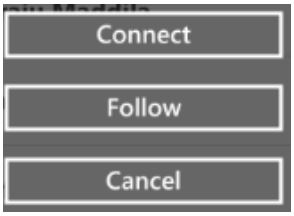
Directory

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

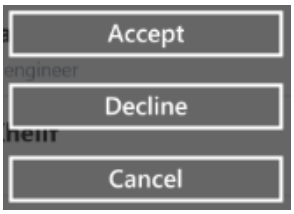
- Tap **People** to display a list of all users with their current status.
- Tap **Groups** to display a list of all groups with the current status.

People

If you are not connected to a user, tap to display this dialog:

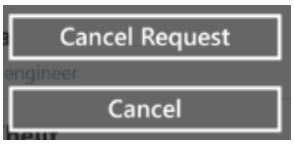


Tap **Connect** to send a connection request to the user, or tap **Follow** to start following the user. Tap **Cancel** to close the dialog.



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

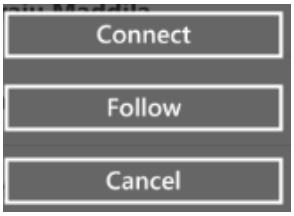
If you sent a connection request to a user, tap to display this dialog:



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

Groups

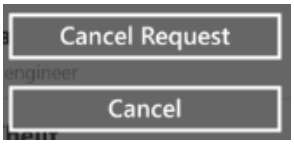
Tap + to display this dialog:



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 M.
- 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 this dialog:



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.

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.

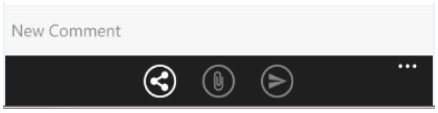
Like/Unlike Notification Post

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 a new comment to the notification post. When you start entering the text, the attachment and send icons are activated.



Add Attachments

Tap the attachment icon to add attachments to your comment.

Picture/Video Library

Tap **Picture/Video Library**. The All Albums Favorites screen on your device is displayed, and all images and videos are displayed. You can select existing images and videos, or you can take new images and videos.

Tap the images and videos to select them. You can select one or more images and videos. Tap the check mark icon. The selected images and videos are uploaded and displayed as on the New Post screen.

Use Camera

Tap **Camera**. The camera on your device is activated. You can take either a new photo or video. Tap the camera icon to take a photo, or tap the video icon to record a video. Tap **Accept** to upload the new photo or video to your post. Tap **Retake** to take another photo**.** Tap the back icon to close the camera.

Record Audio

Tap **Record Audio**. The Voice Record screen is displayed with the record icon in the center of the screen. Tap the voice icon to record the voice or conversation. Tap the voice icon again to stop recording. 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.

Music Library

Tap **Music Library**. All the available music files, if any, on your device are displayed. Tap the file to select a file. Tap the check mark icon to attach this audio file to your post.

If audio files are not available, a **This folder is empty** message is displayed.

Documents Library

Tap **Documents Library**. The All Albums Favorites screen on your device is displayed, and all of the images and videos are displayed. You can select existing images and videos, or you can take new images and videos.

Tap the images and videos to select them. You can select one or more images and videos. Tap the check mark icon and the selected images and videos are uploaded and displayed as attachments to your post.

Tap the more icon to display more options. Tap **Choose Location** and select any app to view all other type of files. You can select one or more files. Tap the check mark icon. The selected files are uploaded and displayed as attachments to your post.

Add Location

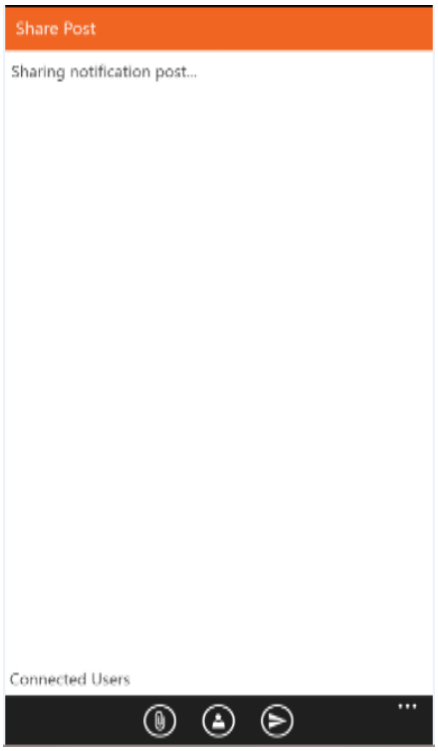
You can add a location to your comment. Tap the location icon to add your current location to the comment. The location value is displayed below your comment.

Send Comment

Tap the send icon to post your comment to the notification post message.

Share Notification 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, only on Windows phones
- Share the notification post

Cancel Notification Share Post

Tap the back arrow to close the notification Share Post screen. You remain on the notification details screen.

Search Notifications

Tap the search icon on the notifications screen to display the **Search** field.

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

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

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

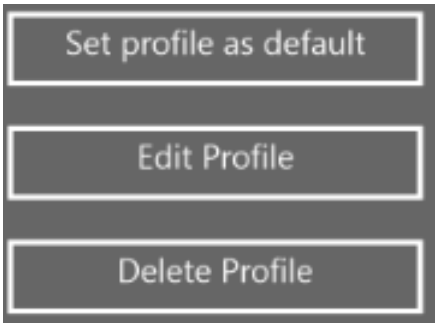
Adding a new profile

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



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

Editing the profile

Tap the profile on Profiles screen to go to the Edit Profile screen. You can edit only the profile name.

Deleting the profile

Tap the profile on the Profiles screen to display the options dialog and tap **Delete Profile** to delete the profile from the Profiles screen.