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Laserfiche Mobile 9.1

Installation and Configuration

Guide

White Paper

December 2013

Laserfiche®

Authentication



The screenshot shows the 'Authentication' settings for a repository named 'MyRepository'. It includes a checkbox for 'Disable Remember Me', radio buttons for 'Laserfiche accounts' (Allowed) and 'Windows accounts' (Allowed), and radio buttons for 'Users listed below' (Denied). A text box labeled 'Type user name' is at the bottom.

Authentication For repository: MyRepository ▼

☐ Disable Remember Me

Laserfiche accounts: ☒ Allowed ☐ Denied

Windows accounts: ☒ Allowed ☐ Denied

Users listed below: ☐ Allowed ☒ Denied

Type user name

Administrators can explicitly deny or allow specific Laserfiche or Windows users access to a repository from Laserfiche Mobile. By denying an account, you will prevent anyone from using that login to gain access to the repository regardless of whether or not they enter the correct password. This setting is configured per repository.

- **For repository:** Use the drop-down menu to select the Laserfiche repository you want to configure user authentication for.
- **Disable Remember Me:** Select this checkbox to hide the **Remember Me** option from users. If **Remember Me** is selected in the iOS app, the username and password are saved and users can automatically log in. If **Remember Me** is selected in the Android app, the app will remember the username and password if the app closes unexpectedly. The password will be cleared if the user logs out of the app normally.
- **Laserfiche accounts:** Select **Allowed** if you want all users logging in with Laserfiche accounts to have access to the repository. Select **Denied** if you want to deny all users with Laserfiche accounts.
- **Windows accounts:** Select **Allowed** if you want all users logging in with Windows accounts to have access to the repository. Select **Denied** if you want to deny all users with Windows accounts.
- **Users listed below:** This option enables you to customize a specific list of users, whether Laserfiche or Windows accounts, and allow or deny them access. Type the user in the **Type user name** text box and select if you want these users **Allowed** or **Denied**.

Geotag



The Geotag configuration dialog box contains the following elements:

- Geotag** (title)
- For repository:** A dropdown menu currently showing **MyRepository**.
- ☒ **Add a field for geotag information**
- A text field containing **Geotag Coordinates**.
- A **Choose field...** button.

Administrators can require that every photo taken and uploaded as a new document is assigned a geotag field. This field will contain the geographic coordinates of where the photo was taken.

Example: A construction company needs to prove that certain trucks were at certain locations throughout the day. To do this, they have someone snap photos of the trucks arriving at these specific locations. When these photos are uploaded as new documents, a geotag field is assigned to them and the field is populated with coordinates of the exact location where the photo was taken.

The coordinates placed in this field are the latitude and longitude recorded by the device's operating system. It uses the format **[-]d.d,[-]d.d** with possible negative signs before each. For example, 33.8212,-118.1897

- **For repository:** Select the repository you want to configure a geotag field for.
- **Add a field for geotag information:** Select this option if you want all photos uploaded as new documents to have a specific geotag field assigned to them. Click **Choose field...**, authenticate to the repository you selected above, and choose a field.

Note: During capture and upload, this field will be read-only to ensure the integrity of the captured data. Once the document has been saved to Laserfiche, the geotag field will follow regular field security.



The Account Verification dialog box contains the following elements:

- Account Verification** (title bar with a close button).
- Instructional text: "Enter the credentials of an account that can access the Laserfiche Server to ensure the accounts you are trying to verify are valid."
- Two radio buttons for authentication:
 - ☐ **Windows Authentication**
 - ☒ **Laserfiche Authentication**
- User name:** A text input field.
- Password:** A text input field.
- OK** and **Cancel** buttons at the bottom.







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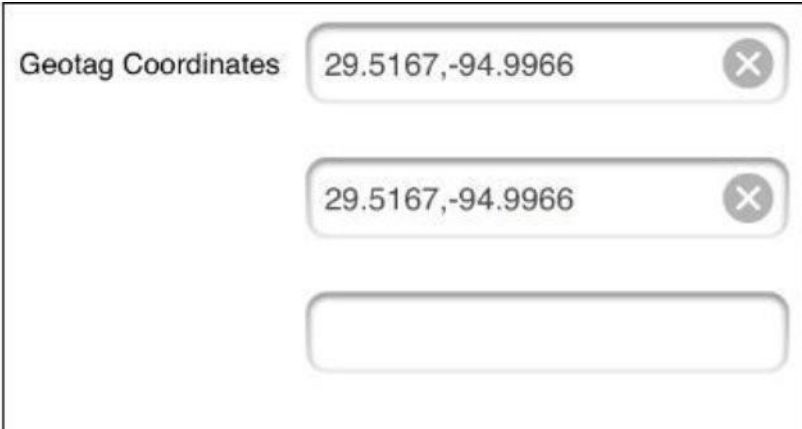
Keep in mind the following geotag field properties

- The text field chosen must be at least 40 characters in width, and it will be populated with the location coordinates at the time the photo was taken.
- If the geotag field has a default value configured, that default value will not be used.
- If the geotag field should not be removed or edited (e.g., it's being used for tracking and/or compliance), you will need to apply [field security](#) to it.
- Changing the field used as the geotag field will only affect new documents. Existing documents will continue to use the original field.
- If you require a geotag field to be applied to newly captured documents, and the device capturing the documents does not have location services enabled, the user can capture new images and upload existing images, but the geotag information will not be recorded. For more information, see [Location Services for Android](#) or [Location Services for iOS](#).

Geotags on the Android and iOS apps

If you upload multiple photos that have been taken at different locations as a single document, the two versions of the app will record the geotag information differently.

- **Android:** Only the coordinates for the first photo in the document will be recorded.
- **iOS:** If you upload multiple photos that have been taken at different locations as a single document, the geotag captures one set of coordinates for each image uploaded. If the field is not a multi-value field, it will contain the geotag of the first page that has geographic coordinates available. If the field is multi-value it will record a set of coordinates for each image.



The image shows a user interface for a multi-value text field. On the left, the label "Geotag Coordinates" is displayed. To its right, there are two input fields, each containing the text "29.5167,-94.9966". Each input field has a small "X" icon in its top right corner, indicating it can be cleared. Below these two fields is a third, empty input field, suggesting the list can grow. The entire set of fields is enclosed in a light gray border.

Example: The first photo uploaded as page one of the new document will have its coordinates recorded in the first field of the multi-value geotag field. The second photo uploaded as page two will have its coordinates recorded in the second field of the multi-value field and so

application pool identity must be running as a user that has local administrative rights. By default, Laserfiche Mobile runs in the MobileAppPool application pool. On UAC-enabled operating systems (Windows Vista and later), you must turn off UAC in order for Laserfiche Mobile to properly generate the WinHTTP trace log.

Note: Enabling WinHTTP tracing is a computer-wide setting that will log all traffic through Windows HTTP Services and may log information not related to Laserfiche communication.

Note: The desktop Laserfiche Client, Web Access, and Laserfiche Mobile all contain options for enabling WinHTTP tracing. Because the WinHTTP tracing option is a computer-wide setting, if multiple Laserfiche client applications are installed on the same computer, modifying WinHTTP tracing options in one of the client applications affects the other applications as well.

- **Trace folder path:** Specify where you want to store the WinHTTP trace log file.

Configuring the Login Page

As an administrator, you can help users get started with Laserfiche Mobile by sending them an email instructing them on how to download Laserfiche Mobile, along with a link that, when clicked, will direct them to the Laserfiche Mobile Login page and automatically populate the **Server URL** and **Repository** text boxes.

Example:

LFMobile://MyWebAccessServer/mobile/index.aspx?db=MyRepository

The above link will populate the **Server URL** and **Repository** text boxes as follows:

- **Server URL:** http://MyWebAccessServer/mobile
- **Repository:** MyRepository



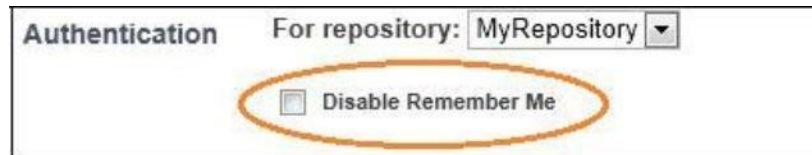
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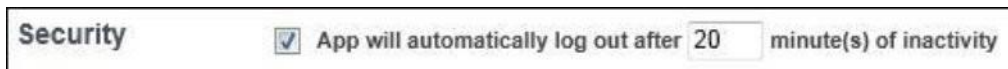
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username is retained on Android devices if the user logs out normally. Selecting the **Disable Remember Me** option prevents unauthorized users from using a lost or stolen mobile device to log in to the repository. You can select [Disable Remember Me](#) under **Connection** in the **Authentication** section of the Laserfiche Mobile Configuration page to cause a user to enter their password every time Laserfiche Mobile is accessed.



Configuring a Timeout Period

In addition, administrators can configure a time limit after which an inactive user will be logged out of Laserfiche Mobile. This period of inactivity can be configured on the Laserfiche Mobile Configuration page in the **Security** section under **App**.



Warning: The inactivity timeout period, when enabled under **App**, will trigger the app to log out of the repository after a defined amount of time has passed. If you do not have [Disable Remember Me](#) selected under **Connection**, and the app logs out, anyone will be able to tap **Log in** and be automatically logged in to the repository. For confidential repositories, it is recommended that you disable **Remember Me** and configure a timeout period so that unauthorized users will not be able to automatically log in and access the Laserfiche repository.

Document Caching

Caching is handled differently in the Android and iOS apps.

Android

- **Image documents:** Image documents are cleared from the cache when the app times out, or when the user navigates away from the document.
- **Electronic documents:** Electronic documents that are exported from Laserfiche are no longer subject to Laserfiche security. PDFs and imaged electronic documents that are opened in the app are cached until the user logs out or the session times out.

iOS

- **Image documents:** A Laserfiche image document is cleared from the cache when the document is closed. You can close a document by navigating to its parent folder. If the user was logged out while viewing an imaged document, logging back in will automatically re-open that document.



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December 2013

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Description:

This paper contains detailed information about installing and configuring Laserfiche Mobile 9.1.

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