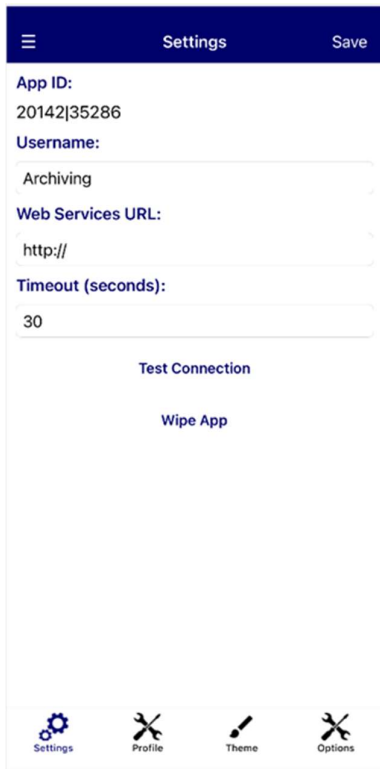


# Mobile Archiving Documentation

## Settings



On first set-up, you will be asked for the following details:

**App ID** – This will be generated automatically after saving the settings

**Username** – User ID for the device

**Web Services URL** – The webservices URL required to connect to MACE. The URL will contain the external server IP address, and the port number

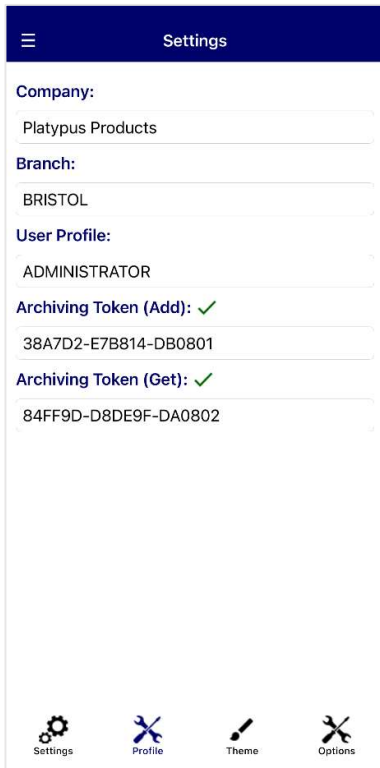
**Timeout (seconds)** – The delay that will occur before an error is displayed while trying to connect to MACE

Click **Save** to preserve your settings before continuing. Additional options include:

**Test Connection** – Open the Connection Test page. Test the device connection to web services and MACE system

**Wipe App** – Clear device data and restore to default settings

## Profile



**Company** – The company to connect to in MACE

**Branch** – The device branch

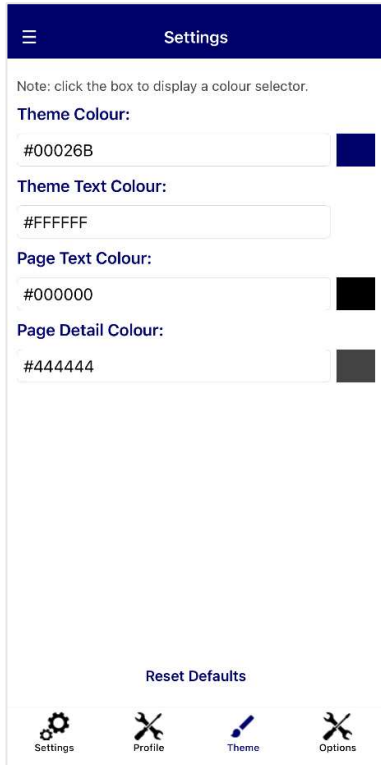
**User Profile** – The device MACE user profile. Required for archiving new files from the device

**Archiving Token (Add)**: A security access code required for capturing and uploading documents to the system archive.

**Archiving Token (Get)**: A security access code required for retrieving archived files from the system.

Contact MACE to set up archiving tokens. A tick will be displayed when a valid token has been entered into the field.

## Theme



The Theme page can be used to set application colours.

**Theme Colour** – Main colour for the application

**Theme Text Colour** – Used for text headings and titles

**Page Text Colour** – Application Background colour

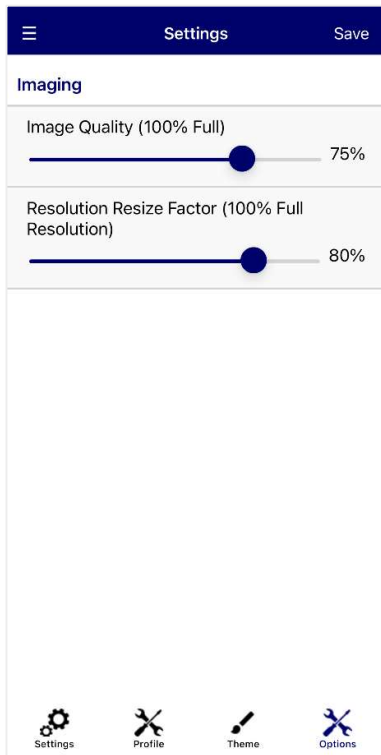
**Page Detail Colour** – Used for page text

**Reset Defaults** – Set colours to the default application colour scheme

There are multiple colour options, with the ability to enter colour names such as 'red', or typing in a colour's hexadecimal code. Changes on this screen will be saved automatically.

Alternatively, clicking the box next to the textbox will open a detailed colour selection screen. Click **Save** on this screen to save your colour selection.

## Options

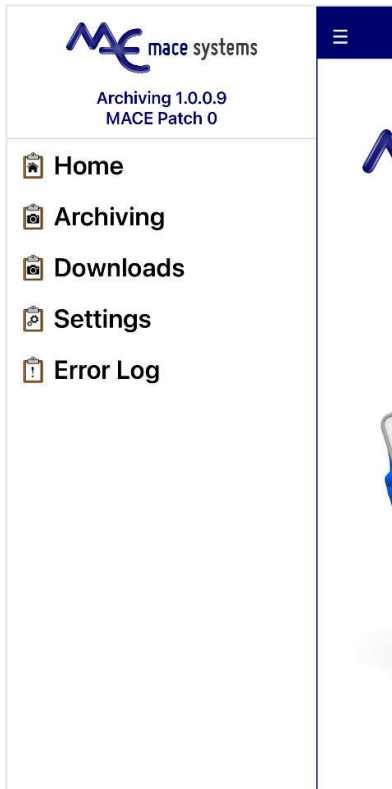


**Image Quality (100% Full)** – Reduce image quality before archiving to lower the file size. Lower percentages will result in smaller file sizes

**Resolution Resize Factor (100% Full Resolution)** – Resize images before archiving to lower the file size. Lower percentages will result in smaller file sizes

Click **Save** to save your settings before continuing.

## Navigation



To navigate, slide the screen to the right, or press the three dashed lines.

The navigation panel will display the current app version as well as the current MACE patch level. If your patch level is not high enough for the application, an error message will be displayed.

To select a page, tap on the required menu option.

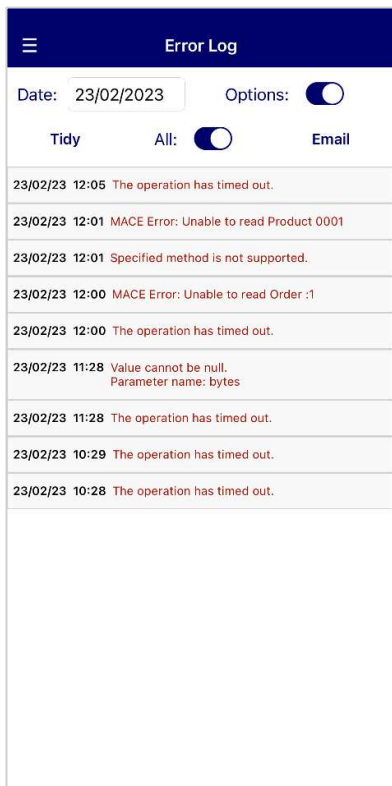
To archive and download files from the document archive, tap **Archiving**.

To view and manage downloaded files, tap **Downloads**.

To change settings, select the **Settings** option.

To view past error messages, tap **Error Log**.

## Error Log



**Date** – List error messages on a set date

**Options** – Display options bar

**Tidy** – Clear error messages older than 60 days old

**All** – View all messages regardless of set date

**Email** – Email error log to MACE Support

## Archiving

The screenshot shows the 'Archiving' screen with a dark blue header. Below the header, there is a 'Type' dropdown menu with an upward arrow. The dropdown is open, showing three options: 'Customer' (highlighted in dark blue), 'Supplier', and 'Product'. Below the dropdown is a 'Customer ID' label and a large empty text input field.

Files can be uploaded and archived to the system against individual customers, suppliers and products. Existing archived files can be downloaded directly from the archive onto your device.

**Type** – Select 'Customer' for Sales Processing documents, 'Supplier' for Purchase Order Processing documents, or 'Product' for Stock Control.

Once a type has been selected, enter the customer, supplier or product ID into the corresponding field.

## Document Type Selection

The screenshot shows the 'Archiving' screen with a dark blue header. Below the header, there is a 'Type' dropdown menu with a downward arrow. The dropdown is open, showing 'Supplier' selected. Below the dropdown is a 'Supplier ID' label and a text input field containing '0004'. Below the input field is a 'Document Types' section with a table.

Doc Type	Doc Count
Goods Received Notes	1
Debit Notes	2
Purchase Invoices	0
Purchase Orders	3
Returns Notes	0
Suppliers	1

When a customer, supplier or product has been selected, a list of available document types will be displayed, along with the current number of archived files for each type.

To change the selected type from customer, supplier or product, tap the selected type name or the arrow icon to display the drop-down.

Tap a document type to view the archived instances.

## Document Selection



The screenshot shows a mobile application interface for document selection. At the top, there is a dark blue header with a back arrow, the text 'Archiving Purchase Orders', and a plus icon. Below the header is a search bar with the placeholder text 'Search'. Underneath the search bar is a table with three columns: 'Doc ID', 'Archive Date', and 'Archive Instances'. The table contains three rows of data.

Doc ID	Archive Date	Archive Instances
1101:1	20/05/2019	1
1084:1	10/09/2018	1
1060:1	30/04/2018	2

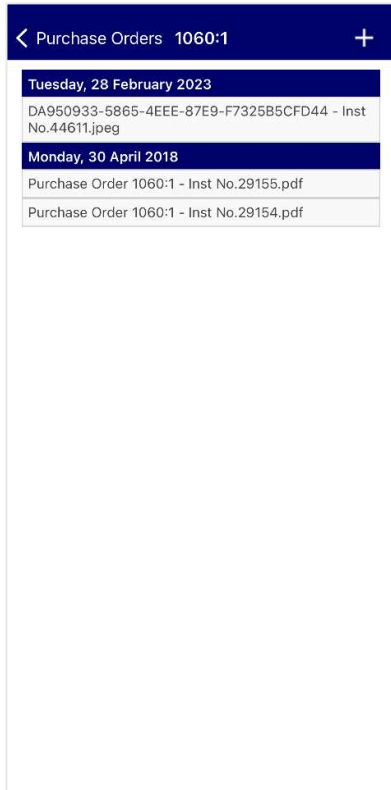
Existing archived documents for the selected document type will be displayed with the document ID, date archived, and the number of archived instances against the file.

Tap the document to view all archived instances against the document.

If a specific document is not listed, tap the plus icon on the top right to add a new file against an unarchived document.

**Search** – Search the list by document ID

## View Archived Instances



The screenshot shows a mobile application interface for viewing archived instances. At the top, there is a dark blue header with a back arrow, the text 'Purchase Orders 1060:1', and a plus icon. Below the header, the content is organized by date. A dark blue bar indicates 'Tuesday, 28 February 2023', followed by a list item: 'DA950933-5865-4EEE-87E9-F7325B5CFD44 - Inst No.44611.jpeg'. Another dark blue bar indicates 'Monday, 30 April 2018', followed by two list items: 'Purchase Order 1060:1 - Inst No.29155.pdf' and 'Purchase Order 1060:1 - Inst No.29154.pdf'.

The archived instances for each document will be shown separated by date.

Tap the instance to display a preview page where the file can be downloaded.

To upload a new file against the document, tap the plus icon in the top right corner.

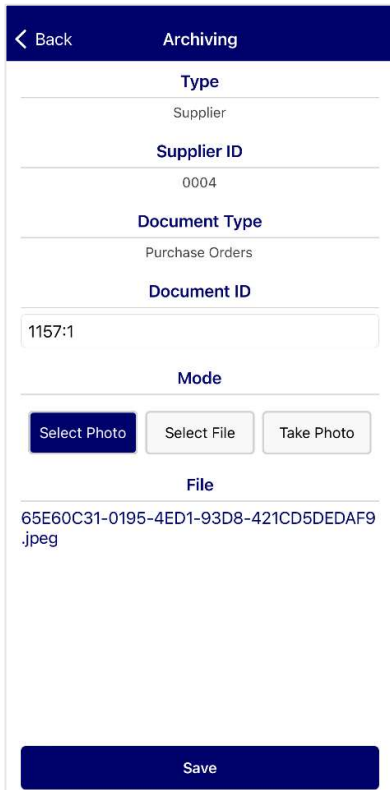
## File Preview



The name of the currently selected file will be displayed at the top of the page. A preview of the file will be shown if available.

**Save** – Download the file to your device

## Uploading New Files



The Archiving screen allows you to take new photos, and archive them against a selected document. Photos and files stored on the device can also be uploaded to the document archive.

**Document ID** – Enter the document ID to archive against, if applicable

If the document is found, the mode options for uploading the file will be displayed.

**Select Photo** – Upload a photo stored on the device

**Select File** – Upload a file stored on the device

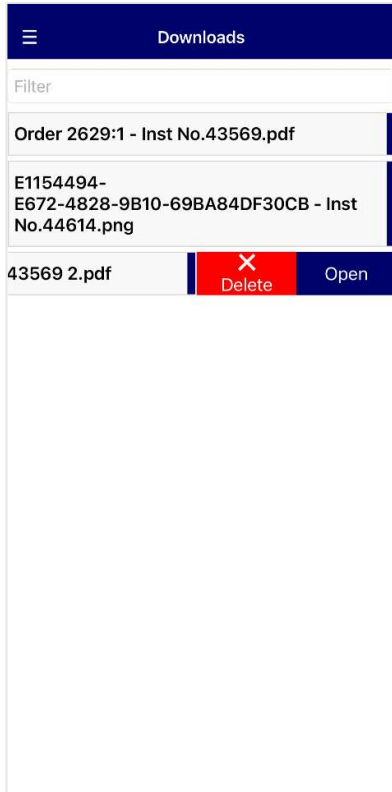
**Take Photo** – Use the device camera to take a new photo

When a file has been selected, the file name will be displayed at the bottom of the page.

Hit Save to upload the file to the document archive.

If the file has been successfully archived, a confirmation message will be shown.

## Downloads



All files downloaded onto the device will be listed on the Downloads page.

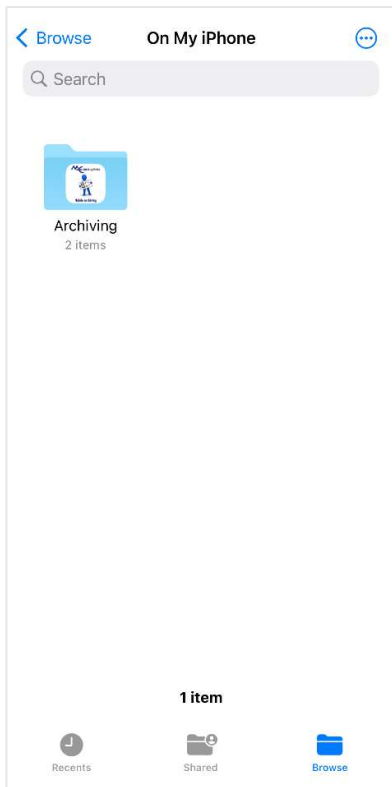
**Filter** – Search files by name

Slide a document to the left to display the options to 'Delete' and 'Open'.

**Delete** – Delete the document from the device

**Open** – View the file in an external device app. On Android devices, files can be opened directly from the Downloads page. On IOS devices, 'Open' will prompt to save the document locally on the device using 'Save to Files'. The file can then be found in the device file manager. See sections 'Downloaded Files – IOS' and 'Downloaded Files – Android'.

## Downloaded Files - IOS



To view files downloaded from MACE Archiving using an IOS device, exit the app and open the device File Manager.

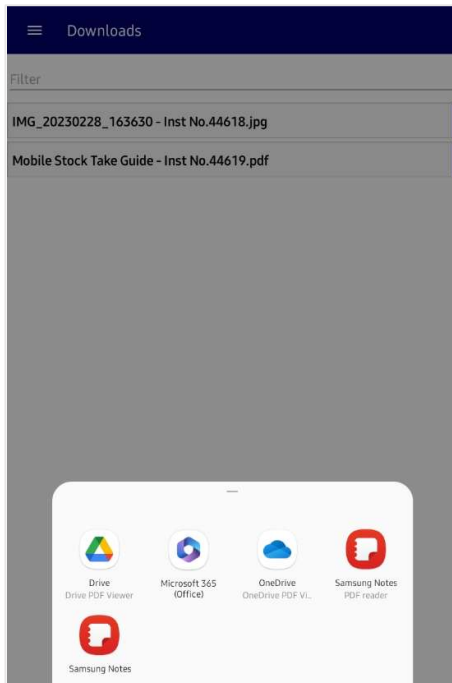
From the 'Browse' section, select 'On My iPhone'.

There will be a folder named 'Archiving' displayed with the MACE Archiving logo. Tap to view the folder contents.

Within 'Archiving', select the 'Documents' subfolder.

All files downloaded from MACE Archiving will be stored inside the Documents folder by default, unless otherwise specified when downloading.

## Downloaded Files – Android



To view files downloaded from MACE Archiving using an Android device, open the Downloads page and swipe left on the required file. Tap 'Open'.

A list of device apps that can open the type of file selected will be displayed. Tap the app icon to automatically open the file in the external app.

Alternatively, downloaded files can be found in the 'Downloads' folder of the device system.