OpenText Vibe Mobile Quick Start

March 2024

Getting Started

NOTE: Mobile access to a OpenText Vibe site can be deactivated by your Vibe administrator. If you are unable to access Vibe through the mobile interface as described in this section, consult your Vibe administrator.

You can download a native application for your iOS or Android device. These applications have a more polished user interface and don't require you to sign in each time you access Vibe. However, the mobile app for Vibe does not store information on your device; information can be viewed only when you have an Internet connection.

Other devices can access the Vibe mobile interface by using a mobile browser that meets the requirements listed in "Mobile Browser Requirements" on page 2.

Android App Must Be Replaced on Mobile Devices

The Android app is reworked for 4.0.8 to conform with Google's latest app recommendations, including:

- Implementation of Google's Material Design UI.
- Compliance with current API levels.
- Removal of deprecated libraries.
- Support for Android versions 4.4 and later.

Because of these changes, the Vibe 4.0.8 Android app requires a fresh install.

Users must do the following:

1. Uninstall the Android app they have been using.
2. Download and install the new 4.0.8 app from their devices' respective appstores.

Mobile App Requirements

Micro Focus Vibe mobile apps are available as follows:

- iOS (native application is available for both the iPhone and iPad for a free download in the Apple App Store for iOS 13 or later)

- Android (native application is available for a free download in the Google Play App Store for Android 4.4 or later)
- Kindle Fire (native application is available for a free download in the Amazon Appstore for Android)

Your device's browser must also meet the requirements that are discussed in "Mobile Browser Requirements" on page 2.

Mobile Browser Requirements

If your mobile device does not meet the requirements for a native mobile app (as described in "Mobile App Requirements" on page 1), you can still access the Vibe mobile interface from your device if your device's browser supports HTML 5.

When users access the Vibe site through a browser (not through the mobile app), some tablets, such as the iPad, display the full UI by default (the same UI that is displayed when you access Vibe from your workstation). Other tablets display the mobile UI by default. The Vibe administrator can change this default behavior as described in "Changing the Default View for Tablets" in "Site Setup" in the *Micro Focus Vibe 4.0.8 Administration Guide*.

Getting Started

The following sections describe how to get started with using Vibe from a mobile device. You can get started using the Vibe mobile app if one is available for your device. (To see if there is an app available for your device, see "Mobile App Requirements" on page 1.) If no mobile app is available for your device, you can get started by accessing Vibe through a browser on your mobile device. (The browser on your mobile device must meet the browser requirements described in "Mobile Browser Requirements" on page 2.)

- "Getting Started with the Vibe Mobile App" on page 2
- "Getting Started by Accessing Vibe from a Mobile Browser" on page 5

Getting Started with the Vibe Mobile App

- "Connecting to an Initial Vibe Site" on page 2
- "Connecting to Additional Vibe Sites" on page 3
- "Switching from One Vibe Site to Another" on page 4
- "Modifying the Configuration Settings for a Vibe Site" on page 4
- "Deleting the Configuration Settings for a Vibe Site" on page 5

Connecting to an Initial Vibe Site

When you first set up the application, you need to specify information for just one Vibe site. After you have performed the initial setup as described in this section, launching the Vibe application automatically connects you and authenticates you to your Vibe server, if you specified it as your primary site.

1 Download the Vibe mobile application from the appropriate app store for your mobile device.

2 Launch the Vibe mobile application on your device.

3 Accept the Vibe license agreement.

4 On the New Site page, specify the following information:

Site Name: Specify a name for your Vibe site. This is the name that appears at the top of the home page.

URL: Specify the URL for the Vibe site. For example, `http://vibesite.com`.

Make Primary: Select this option if you have configured or are planning to configure multiple Vibe sites and you want this site to be displayed when you first launch the application.
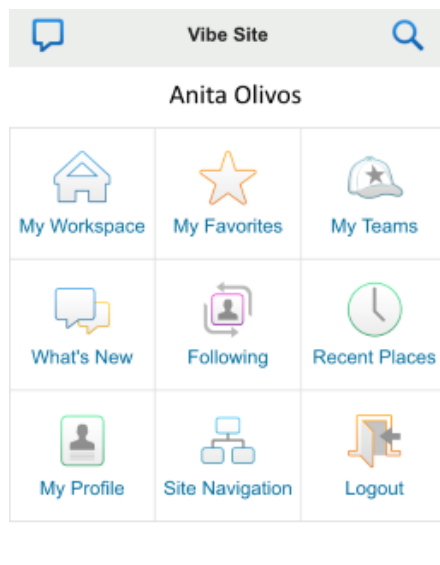
Login Name: Specify the login name that you use to log in to the Vibe site.

Password: Specify the password that you use to log in to the Vibe site.

Save Password: Select this option if you want your password to be securely stored on your device so that you can automatically be signed in to the Vibe site when you launch the Vibe application.

5 Tap **Login**/**Done**/**Submit**.

The home page is displayed. If it is not, tap the site on the site page to connect to the site.

Connecting to Additional Vibe Sites

You can configure the Vibe mobile application to connect to multiple Vibe sites.

1 Launch the Vibe mobile application on your device.

2 (Conditional) If you are currently logged in to a Vibe site, tap the **Home** icon in the Navigation toolbar, then tap **Logout**.

3 **iOS devices:** On the Sites page, tap the **Plus** icon.

Android devices: On the Site List page, tap the **Plus** icon.

4 Specify the following information:

Site Name: Specify a name for your Vibe site. This is the name that appears at the top of the home page. Give the site a unique name to differentiate it from other Vibe sites that you have configured.

URL: Specify the URL for the Vibe site. For example, `http://vibesite.com`.

Make Primary: Select this option if you have configured or are planning to configure multiple Vibe sites and you want this site to be displayed when you first launch the application.
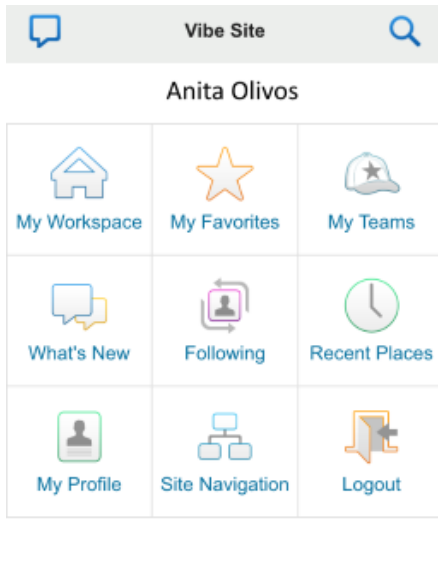
Login Name: Specify the login name that you use to log in to the Vibe site.

Password: Specify the password that you use to log in to the Vibe site.

Save Password: Select this option if you want your password to be securely stored on your device so that you can automatically be signed in to the Vibe site when you launch the Vibe application.

5 Tap **Login**/**Done**/**Submit**.

The home page is displayed. If it is not, tap the site on the site page to connect to the site.

Switching from One Vibe Site to Another

If you have configured multiple Vibe sites as described in "Connecting to Additional Vibe Sites" on page 3, you can easily leave one Vibe site to view information on another Vibe site.

1 (Conditional) If you are currently logged in to a Vibe site, tap the **Home** icon in the Navigation toolbar, then tap **Logout**.

2 **iOS devices:** On the Sites page, tap the site that you want to connect to.

Android devices: On the Vibe Sites page, tap the site that you want to connect to.

Modifying the Configuration Settings for a Vibe Site

You can modify the configuration settings for a Vibe site after you have already configured it in the Vibe application. For example, you can modify your user name, password, or site name.

1 (Conditional) If you are currently logged in to a Vibe site, tap the **Home** icon in the Navigation toolbar, then tap **Logout**.

2 **iOS devices:** On the Sites page, tap the **Configure** icon next to the site that you want to modify.

Android devices: On the Site List page, tap the **Configure** icon next to the site that you want to modify.

3 Make the desired modifications, then tap **Save** or **Done**.

Deleting the Configuration Settings for a Vibe Site

You can delete the configuration settings for a Vibe site after you have already configured it in the Vibe application.

1 (Conditional) If you are currently logged in to a Vibe site, tap the **Home** icon 🏠 in the Navigation toolbar, then tap **Logout**.

2 **iOS devices:** On the Sites page, tap the **Configure** icon next to the site that you want to delete.

   Android devices: On the Site List page, tap the **Configure** icon next to the site that you want to delete.

3 **iOS and Android devices:** Scroll to the bottom of the page, then tap **Delete Site** or **Delete**, then tap **Delete** and **Yes** to confirm the deletion.

Getting Started by Accessing Vibe from a Mobile Browser

Use the following information to help you access Micro Focus Vibe from your mobile device, and to learn basic navigation:

1 On your mobile device, launch a web browser such as Mozilla Firefox or Google Chrome.

2 Specify the URL of your corporation's Vibe site.

   For example, `http://host:port`.

   Vibe automatically detects that you are using a mobile device, and directs you to the Vibe mobile interface.

   If Vibe displays the regular Vibe interface instead of the mobile interface, add `/mobile` to the end of the Vibe URL, as discussed in "Your Browser Does Not Automatically Direct You to the Mobile Interface" in "Troubleshooting" in the *Micro Focus Vibe 4.0.8 User Guide*.

3 Specify your user name and password, then tap **Login**.

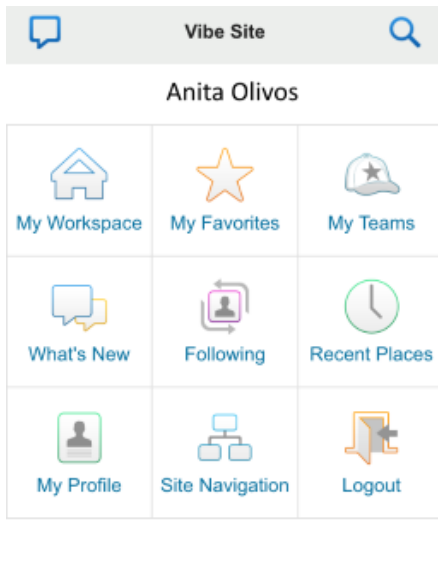   The home page is displayed.
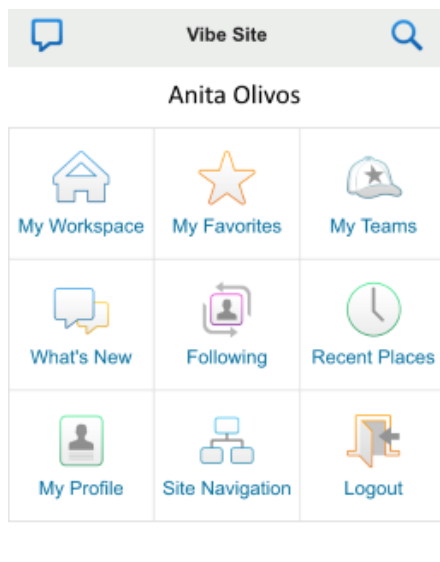
Supported Features

Navigating to the Home Page of the Mobile Interface

Regardless of where you are in the Vibe mobile interface, you can easily navigate to the home page.

1 Tap the **Home** icon 🏠 in the Navigation toolbar at the top of the mobile interface.

The home page is displayed.


Searching the Mobile Interface

The Micro Focus Vibe mobile interface enables you to search for people, places, entries, and attachments.

Advanced Search is not supported in the mobile interface. However, you can save an advanced search when you access Vibe from your workstation, and then use it on your mobile device.

- "Performing a Basic Search" on page 7
- "Using a Saved Search" on page 8

Performing a Basic Search

1 Tap the Search icon 🔍 in the Navigation toolbar at the top of the mobile interface.

   The Search drop-down menu is displayed.
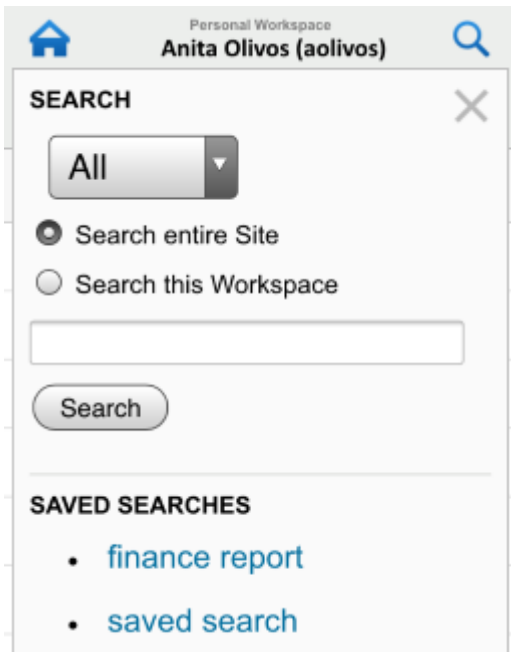
2 In the drop-down list, select the category for which you want to search.

You can search for People, Places, or All.

3 Select whether you want to search the entire Vibe site, or only the workspace that you currently are in.

4 Specify the words or phrases that you want to search for, then tap **Search**.

The Search Results page is displayed.

Using a Saved Search

Vibe enables you to perform saved searches that you have previously created and saved when you accessed the Vibe site from your workstation.

For information on how to create a saved search when accessing Vibe from your workstation, see "Saving and Reusing Searches" in the *Micro Focus Vibe 4.0.8 User Guide*.

For information on how to save an Advanced Search when accessing the Vibe site from your workstation, see "Using Advanced Search" in the *Micro Focus Vibe 4.0.8 User Guide*.

To access and use a saved search from the Vibe mobile interface:

1 Tap the **Search** icon in the Navigation toolbar at the top of the mobile interface.

2 In the **Saved Searches** section, tap the saved search that you want to run.

The Search Results page displays the results for your saved search.

Viewing Your Teams

You can quickly view all the teams that you are a member of.

1 On the home page, tap **My Teams**.

Viewing Your Favorite Places

You can quickly view your favorite places.

1 On the home page, tap **My Favorites**.

To add or delete favorites, you must access the Vibe site from your workstation. For more information, see "Managing Your Favorite Places" in the *Micro Focus Vibe 4.0.8 User Guide*.

Viewing Your Recent Places

The Vibe mobile interface enables you to quickly view workspaces and folders that you have visited since you last logged in to the current Vibe session.

1 On the home page, tap **Recent Places**.

or

From any other page, tap the **Actions** icon °°°, then tap **Recent Places**.

Viewing File Entries and Attachments

The Vibe mobile interface enables you to view file entries as well as documents that have been attached to entries.

1 Navigate to and open the entry that contains the document that you want to view.

2 In the **Attachments** section, tap the name of the document that you want to view.

TIP: If your mobile device is capable of viewing the file in its native format, you can simply tap the file link to view the file.

For example, when you use an iOS device, you can tap the file link to view Microsoft Word files, PDF files, and Microsoft Excel files.

Viewing YouTube Videos

The Vibe mobile interface enables you to view YouTube videos that are posted in your Vibe site. However, you cannot use a mobile device to view YouTube videos that are posted in the Branding section of workspaces or folders; the video must be posted within a folder entry or in the Description section of the folder or workspace.

If you are have difficulty viewing YouTube videos from your mobile device, follow the instructions in "You Are Unable to View YouTube Videos from Your Mobile Device" in the *Micro Focus Vibe 4.0.8 User Guide*.

To post YouTube videos, you must access the Vibe site from your workstation. For more information, see "Displaying YouTube Videos in a Folder Entry" in the *Micro Focus Vibe 4.0.8 User Guide*.

Viewing What's New

The Vibe mobile interface enables you to see new entries that have been added to the Vibe site.

Viewing What's New in Your Teams

1 On the home page, tap **What's New**.

2 From the **What's New** drop-down list on the home page, tap **My Teams**.

Viewing What's New in Your Followed Places

1 On the home page, tap **What's New**.

2 From the **What's New** drop-down list on the home page, tap **All Followed**.

Viewing What's New in Your Favorite Places

1 On the home page, tap **What's New**.

2 From the **What's New** drop-down list on the home page, tap **Favorites**.

Viewing What's New Across the Entire Site

1 On the home page, tap **What's New**.

2 From the **What's New** drop-down list on the home page, tap **Site Wide**.

Viewing the Newest Micro-Blog Entries of People You're Following

1 On the home page, tap **What's New**.

2 From the **What's New** drop-down list on the home page, tap **Micro-Blogs**.

Viewing What's New in a Folder

1 Navigate to the folder where you want to see new items.

2 Tap the **Actions** icon ∞, then tap **What's New in This Folder**.

Viewing What's New in a Workspace

1 Navigate to the workspace where you want to see new items.

2 Tap the **Actions** icon ∞, then tap **What's New in This Workspace**.

Viewing What's Unread

The Vibe mobile interface enables you to see which entries have not yet been read.

Viewing What's Unread in a Folder

1 Navigate to the folder where you want to see new items.

2 Tap the **Actions** icon ᵒᵒᵒ, then tap **Unread in This Folder**.

Viewing What's Unread in a Workspace

1 Navigate to the workspace where you want to see new items.

2 Tap the **Actions** icon ᵒᵒᵒ, then tap **Unread in This Workspace**.

Viewing the Workspace Tree

The Vibe mobile interface enables you to view the Workspace tree, so you can see the hierarchy of where you currently are and quickly navigate to a different workspace or folder.

1 Tap the **Tree** icon.

The Workspace tree is displayed.

Viewing Profile Information

You can view the complete user profile information for yourself or for other users.

Viewing Your Own User Profile Information

1 From the home page, tap **My Profile**.

All your profile information is displayed.

To edit your profile information, access Vibe from your workstation, then follow the steps in "Modifying Your Profile" in the *Micro Focus Vibe 4.0.8 User Guide*.
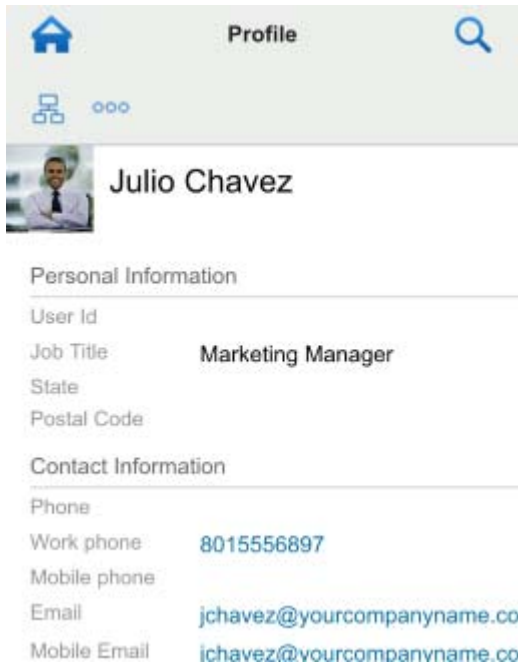
Viewing Another User's Profile Information

1 Search for the person whose profile you want to view, as described in "Performing a Basic Search" on page 7, then tap the user's name.

or

Tap the user's linked name that appears next to any entry that user has posted.

2 Tap **View Profile**.

The user's profile is displayed.

Creating a Folder Entry

1 Navigate to the folder where you want to create the entry.

2 Tap the **Add** icon.

If you do not have rights to create an entry in this folder, this option is not displayed.

3 Specify the appropriate information for the entry, such as a title and description, then tap **OK**.

Commenting on a Folder Entry

1 Navigate to and open the entry that you want to comment on.

2 Tap the **Comment** icon.

3 Specify your comment, then tap **OK**.

Modifying a Folder Entry

1 Navigate to and open the entry that you want to modify.

2 Tap the **Modify** icon.

If you do not have rights to modify the entry, this option is not displayed.

3 Make the desired modifications, then tap **OK**.

Deleting a Folder Entry

1 Navigate to and open the entry that you want to delete.

2 Tap the **Delete** icon 🗑 .

If you do not have rights to delete the entry, this option is not displayed.

3 Tap **OK** when asked if you really want to delete the entry.

Sending Email

The Vibe mobile interface enables you to quickly send email to other Vibe users.

1 Navigate to the personal profile of the user to whom you want to send an email.

You can navigate to a user's profile as described in "Viewing Another User's Profile Information" on page 12.
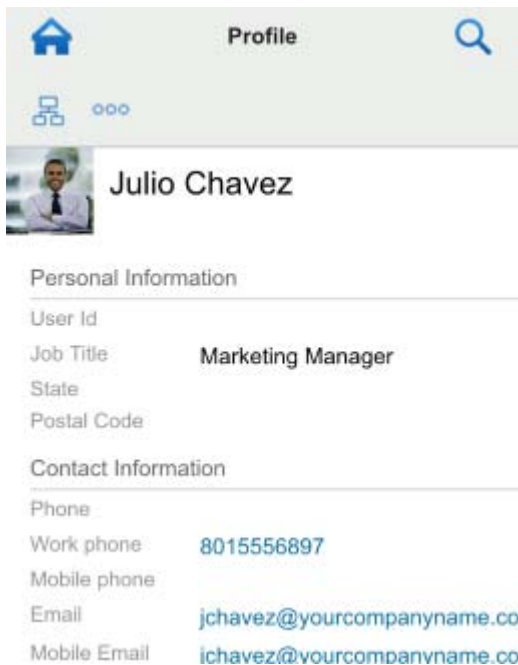
2 Tap the user's linked email address.

Following People and Places of Interest

The Vibe mobile interface enables you to follow places or people. You can easily see activity generated in the specific place that you are following, or by the specific person that you are following.

- "Configuring Vibe to Follow Workspaces, Folders, and People" on page 14
- "Viewing Your Followed People of Interest" on page 14
- "Unfollowing Workspaces, Folders, or People" on page 14

Configuring Vibe to Follow Workspaces, Folders, and People

1 Navigate to the workspace or folder that you want to follow. If you want to follow a person, navigate to the user's personal workspace.

2 Tap the **Actions** icon °°°, then tap **Follow this Folder**, **Follow this Workspace**, or **Follow this Person**, depending on what you want to follow.

Viewing Your Followed People of Interest

To view all the people you are following:

1 On the home page, tap **Following**.

Vibe also enables you to easily see activity generated by a specific person that you are following.

For more information, see "Viewing What's New in Your Followed Places" on page 10.

Unfollowing Workspaces, Folders, or People

If you are currently following someone or some place in Vibe, you can unfollow that person or place in the Vibe mobile interface.

1 Navigate to the workspace or folder that you want to stop following. If you want to stop following a Vibe user, navigate to that user's personal workspace.

2 Tap the **Actions** icon °°°, then tap **Stop Following this Workspace**, **Stop Following this Folder**, or **Stop Following this Person**, depending on what you want to stop following.

Transitioning Entries from One Workflow State to Another

The Vibe mobile interface enables you to transition entries from one workflow state to another.

For information on how to create a workflow, see "Creating and Managing Workflows" in the *Micro Focus Vibe 4.0.8 Advanced User Guide*.

To transition entries to another workflow state in the Vibe mobile interface:

1 Navigate to and open the entry that you want to transition to a new workflow state.

2 In the **Workflow** section, tap the new workflow state in the drop-down list, then tap **OK**.

Using Folders

The Vibe mobile interface enables you to use most types of Vibe folders. However, not all folder types support the full functionality that is available when accessing the Vibe site from your workstation. For more information, see "Features that Are Not Supported in the Vibe Mobile Interface" on page 14.

Features that Are Not Supported in the Vibe Mobile Interface

Not all Vibe functionality is available from the mobile interface. The following are two examples. If you want to use any features that are not supported from the mobile interface, you must access Vibe from your workstation.

◆ "Using Advanced Search" in the *Micro Focus Vibe 4.0.8 User Guide*

You cannot create an advanced search in the mobile interface, but you can access a saved search, as described in "Using a Saved Search" on page 8.

- "Viewing and Revisiting Recent Entries" in the *Micro Focus Vibe 4.0.8 User Guide*

- "Adding a Favorite Place" and "Editing Your Favorite Places" in the *Micro Focus Vibe 4.0.8 User Guide*

- "Creating a New Folder" in the *Micro Focus Vibe 4.0.8 User Guide*

- "Working with Surveys Folders" in the *Micro Focus Vibe 4.0.8 User Guide*

  You can use the Vibe mobile interface to view Surveys folders and see the titles of the individual surveys that the folders contain, but you cannot view the survey itself or participate in it.

- "Viewing Your Tasks in a Full Interactive View" in the *Micro Focus Vibe 4.0.8 User Guide*

- "Branding a Folder or Workspace" in the *Micro Focus Vibe 4.0.8 Advanced User Guide*.

  You cannot use the Vibe mobile interface to brand a workspace or folder, or view branding that has already been created on a workspace or folder.

- "Editing Files Accessed through a Web Browser" in the *Micro Focus Vibe 4.0.8 User Guide*

- "Attaching Files to a Folder Entry" in the *Micro Focus Vibe 4.0.8 User Guide*

- "Setting Up Guest Access for the Vibe Site" in the *Micro Focus Vibe 4.0.8 Administration Guide*

Security Considerations

When you access Micro Focus Vibe from your mobile device, you enjoy the same security as when you access Vibe from your workstation. Security features include the following:

- Secure access via SSL.

- All previously established access control settings are preserved in the mobile interface.

  However, you cannot set new access control settings in the mobile interface. For information on how to set new access control settings when you access the Vibe site from your workstation, see "Controlling Access" in the *Micro Focus Vibe 4.0.8 Advanced User Guide*.

Troubleshooting Your Mobile Device

If you encounter difficulties when accessing Micro Focus Vibe from your mobile device, see "Troubleshooting Your Mobile Device" in the *Micro Focus Vibe 4.0.8 User Guide*.

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