Adobe® LiveCycle® Mobile 9.5

Adobe® LiveCycle® Mobile 9.5 enables you to use your BlackBerry smartphone to start and participate in business processes.

Please see the LiveCycle Mobile 9.5 Setup Guide for system requirements and other setup requirements.

BlackBerry smartphone requirements

LiveCycle Mobile 9.5.2 is supported on BlackBerry Device Software v4.2.1, 4.5.0, 4.6.1, 4.7.0, 5.0 and higher.

License information

Setting up LiveCycle Mobile

This section describes how to configure LiveCycle Mobile 9.5 on your BlackBerry smartphone.

Launching the application

The application can be downloaded from BlackBerry App World. After installing the application, the LiveCycle Mobile 9.5 icon appears under Downloads on your BlackBerry smartphone. Select the icon to launch the application.

When you launch the application for the first time, a splash screen appears briefly, followed by a screen where you are prompted to configure your LiveCycle server settings. These are the settings that LiveCycle Mobile 9.5 will use to retrieve your tasks and forms:

- **Host Name**: Host name of the LiveCycle server. Contact your administrator if you do not have the necessary information.
- **Port**: The port number used by LiveCycle
- **SSL**: Select this option to use SSL when connecting to the server.
- **Credentials Username**: User name that you use to connect to the server
- **Credentials Password**: The password you use to connect to the server

You can connect to one or more LiveCycle servers, and to one or more user accounts on a server. To add more accounts, see “Connecting to LiveCycle servers” on page 3.
Setting preferences

To access the Preferences screen, open the menu from either the Tasks or Forms screen and select Preferences.

<table>
<thead>
<tr>
<th>Preferences</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Servers</strong></td>
</tr>
<tr>
<td>LiveCycle</td>
</tr>
<tr>
<td><strong>Sub-Applications</strong></td>
</tr>
<tr>
<td>Tasks</td>
</tr>
</tbody>
</table>

| Date Format | MMM d, yyyy ▼ |
| Time Format | HH:mm ▼ |

Connecting to LiveCycle servers

You can connect to one or more LiveCycle servers, and to one or more user accounts on a server. These are the accounts that LiveCycle Mobile 9.5 will use to retrieve your forms and tasks.

➤ To connect to a LiveCycle server:

1. On the Preferences screen, select LiveCycle (under Servers).

2. On the LiveCycle Servers screen, press the menu key and select Add.

3. Specify the following information:
   - **Host Name**: Host name of the LiveCycle server. Contact your administrator if you do not have the necessary information.
   - **Port**: The port number used by LiveCycle
   - **SSL**: Select this option to use SSL when connecting to the server
   - **Server Name**: Description of the server and user account
   - **Credentials Username**: User name that you use to connect to the server
   - **Credentials Password**: The password you use to connect to the server

4. Press the menu key and select Save.

To edit the settings for an existing server, select the server on the LiveCycle Servers screen. To remove a server name from the list, select Delete from the menu on the LiveCycle Servers screen.
Setting task preferences

You can specify how LiveCycle Mobile 9.5 handles the tasks in your Tasks list.

➤ To specify task preferences:

1. On the Preferences screen, click Tasks.

2. On the Task Preferences screen, specify the following options:
   - **Show Shared Queue Tasks**: A shared queue is a task list that another user has shared with you so that you can view and complete their tasks. When this option is set to On, tasks from any shared queues are displayed in your task list.
   - **Show Overdue Tasks**: When this option is selected, tasks that have passed their deadline are displayed in your Tasks list. When it is not selected, overdue tasks are removed from your Tasks list.
   - **Show Only Mobile Tasks**: When this option is selected, the Tasks list on your iPhone will display only tasks that can be completed on a mobile device.
   - **Sort By**: Specifies whether to sort tasks by date or by deadline
   - **Sync Frequency**: Specifies how frequently your Task list is synchronized with the LiveCycle server.
   - **Notification Type**: Select the type of notification that happens when you receive a new task in your task list.
   - **Clear All Reminders**: Click this button to delete all task-related reminders from your BlackBerry calendar.

Setting date and time preferences

You can specify how LiveCycle Mobile 9.5 displays dates and times.

➤ To specify date and time preferences:

1. On the Preferences screen:
   - Click the current date format and select a new format from the list that appears.
   - Click the current time format and select a new format from the list that appears.

2. Press the menu key and click Save.
Accessing forms

To access your Forms list, press the menu key from either the Tasks or Documents screen, then select Forms.

The Forms screen lists categories containing all of the forms that you can initiate from your BlackBerry smartphone. Click a category to display the forms within it, then click a form name to open that form.

Completing tasks

To access your Tasks list, press the menu key from either the Forms or Documents screen, then select Tasks.

Tasks are assigned to you as a part of a business process. Depending on the preferences you have set, the Tasks list will display all of the tasks assigned to you, or only the tasks that can be completed on a mobile device. (See “Setting task preferences” on page 4.)
When a task is nearing its due date, the deadline date is displayed in red. You can set your preferences to sort your task list by deadline. (See “Setting task preferences” on page 4.)

To complete a task, click on it in the list and follow the instructions provided on the Task Details screen.

Clicking the underlined “From” name on the Task Details screen displays a pop-up window containing contact information for that person. You can click the phone number to place a call, or click the email address to create a new email message.

**Setting reminders for tasks**

On BlackBerry smartphones, LiveCycle Mobile 9.5 enables you to set a reminders for tasks that have deadlines associated with them. The reminders are added to your BlackBerry calendar.

To add a reminder to a task, press the menu key from the Task Details screen and then click Set Reminder. Once a reminder is set, you can access the same menu to edit the reminder or delete it from the task. You can also to clear all LiveCycle Mobile 9.5 reminders from your calendar. (See “Setting task preferences” on page 4.)