

Using XERA on your Mobile Device

Access XERA on mobile device and stay connected with project tasks, correspondence, and key project review, and more if you choose. This document describes the tasks that you can perform while on a mobile device. For detailed information on using XERA on a computer, see the XERA User Guide.

Note that device size, and the permissions that have been set up for you can dictate what you see in XERA.

Opening XERA

1. To open and use XERA, log in to XERA with your user name and password, and select a language if required. Tap **Log In**.

TIP: If you want full XERA functionality, tap the **Request Desktop Site** link before you tap Log In.

2. In the **My Projects** tile, tap a project to open the projects listing, and then tap a database name.

Adding XERA to your Home Screen

You can add a shortcut to the XERA application: you can the XERA icon to the home screen. To do this:

1. Open the URL to the XERA website. Do the following as necessary:
 - ◆ If you are accessing XERA using Safari* on your iPad, tap the **Settings** button in your browser, and select **Share**. Tap **Add to Home Screen**.
** Safari is the only browser that supports adding a website link to the home screen.*
 - ◆ If you are accessing XERA using a browser on an Android device, tap the browser's menu icon (or More button), and select the **Add to home screen option**.

Available Views in XERA

The following views are available when you access XERA on a smartphone or a tablet device. For a list of features that are unavailable, see Unavailable Features on the next page.



SMARTPHONES

Dashboard: You can view Messages and Notifications, Projects, Date/Time, Project Members, Documents, Photos, Video, and iVIEW tiles. (See the image along the side for a snapshot of the Dashboard.)

TIP: If you need full access to XERA*, you can use the Desktop site. To switch to this view, you will need to log out of XERA, and then select the Request Desktop Site link on the login page before tapping Log In.

* If you are using an Android device, printing is unavailable while viewing the Desktop version of the site.



TABLETS

Dashboard: All of the tiles available on a smartphone, plus: Comments, Tasks, folders, and transcripts (if integrated).

Table View: Access to searching and foldering, as well as other Table View features, are available on tablet devices only.

Document View: Review images, annotations and redactions, post comments, and code documents. See the next section for additional details on what you can do in Document View.

NOTE: Some media tile elements may not be fully functional when accessing XERA on a mobile device.

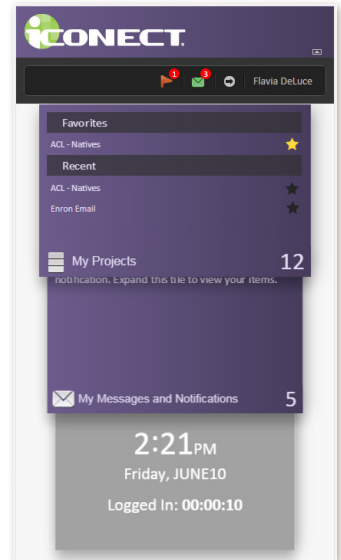
RESOLUTION INFORMATION

The application scales to fit your screen display:

Smartphone: 767px or less

Tablet: 768px to 1270px

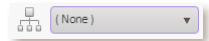
Desktop: 1280px or more



Reviewing Documents

On the tablet device, you can review documents in Document View and do the following:

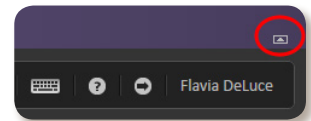
- ◆ Review native files, images and metadata for the listed documents. Select the **Viewer**, **Image**, or the **Text** tab to view native files, images, and metadata respectively.
- ◆ View any annotations or redactions that have been placed on an image. (Annotations/redactions will display if you have permissions to view them.)
- ◆ View highlighted terms from active Word Marking lists in Text View.
- ◆ Review and post comments posted to a document using the **Comments** tab.
- ◆ Code documents using the **Coding** tab. Tap a tag to code the document.
- ◆ Perform quick edits in applicable fields.
- ◆ Review and view document group relationships (if you are in a Document Group database). Select an active document group from the Document Group list.



Maximizing Screen Display

While using XERA, you can maximize your work area by tapping the Minimize button (circled in the image). This button allows you to hide the logo (if shown). This setting will be remembered the next time you log in to XERA.

Click the button again to expand the display at the top of the page.



Unavailable Features

The following features are unavailable when using a mobile device. With the exception of printing and Administration, all features are available when you access the Desktop site on your mobile device.

- ◆ Administration
- ◆ Table View and Document View (on a smartphone)
- ◆ Printing (as it uses Java print functionality)
- ◆ Tile Management and the ability to hide a tile (on a smartphone)
- ◆ 6 Degrees (on a tablet)
- ◆ Table View (on a smartphone)
- ◆ Annotations and redactions cannot be created