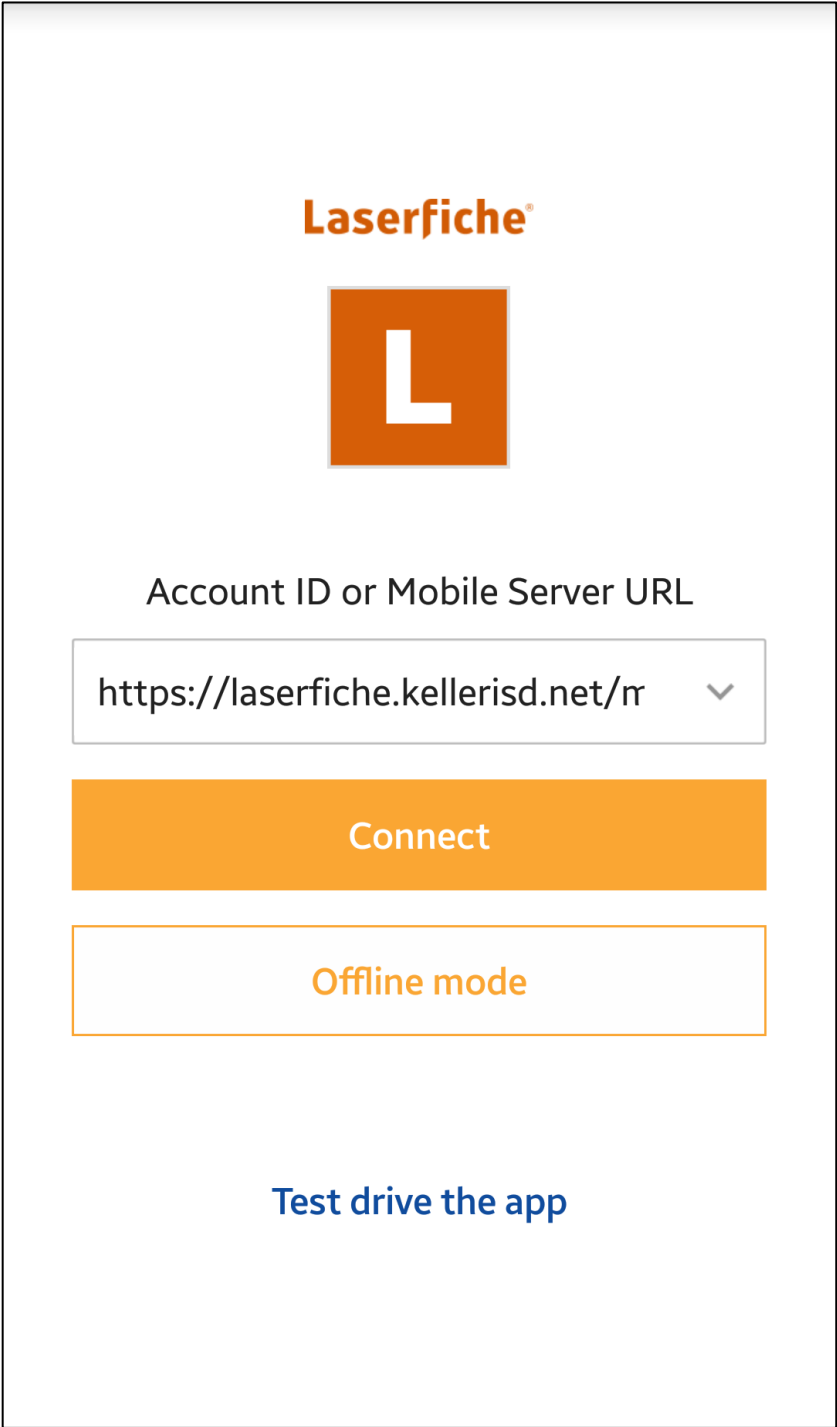


How to Begin

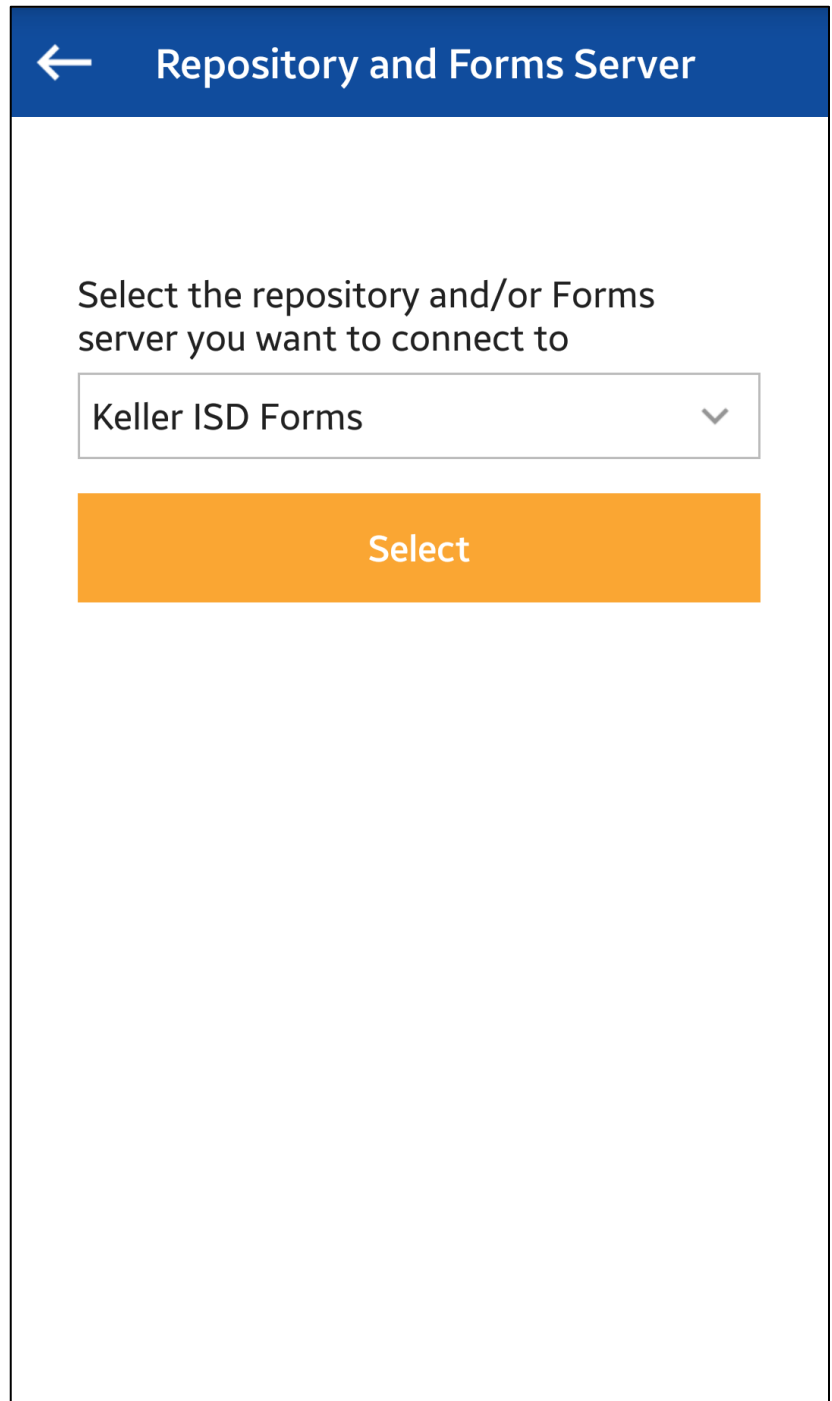
After downloading and installing the Laserfiche app from [iTunes](#), or [Google Play](#) open it.

On the start page, do the following:



Connect

1. Open the Laserfiche Mobile App.
2. Enter in the Laserfiche Mobile Server URL “<https://laserfiche.kellerisd.net/mobile>”, without quotes – in the **Account ID or Mobile Server URL** box.
3. Press **Connect**.
4. The Forms Server will be populated in the top drop-down menu. (*Keller ISD Forms*)
5. Press **Select**.



← Repository and Forms Server

Select the repository and/or Forms server you want to connect to

Keller ISD Forms ▾

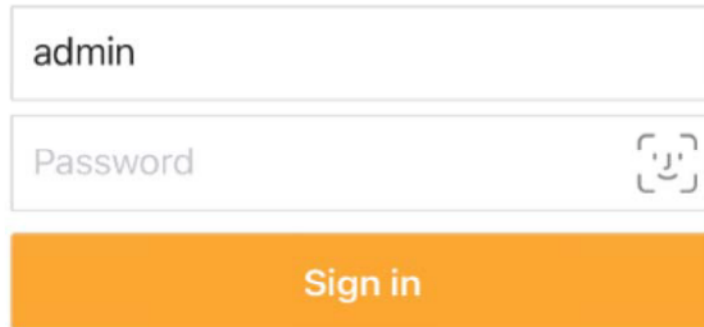
Select

6. On the Sign In page, enter your user name and password. This should be the same username and password that you use to login to your computer.

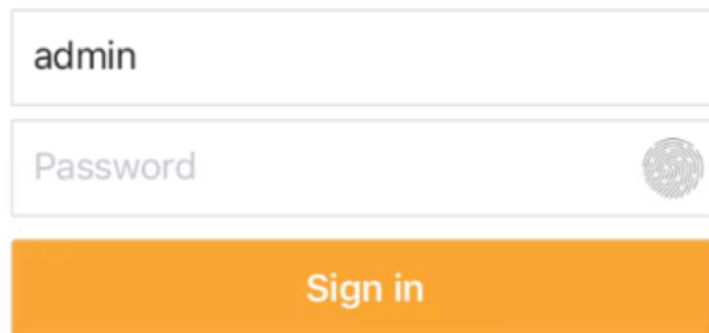
The image shows a mobile application interface for signing in. At the top, there is a dark blue header with a white left-pointing arrow and the text "Sign in". Below the header, the text "You are signing into Forms Server: Keller ISD Forms" is centered. There are three input fields stacked vertically: the first is a dropdown menu with "Keller ISD" and a downward arrow; the second contains the text "12345"; the third contains seven dots, representing a password. Below these fields is a large orange button with the text "Sign in" in white.

7. Press **Sign In**.

- When signing in for the first time, you will be asked if you want to use Touch ID or Face ID (if the device has Touch ID or Face ID enabled). If you choose not to use Touch ID or Face ID for signing in, you will enter your username and password to sign in. You can enable Touch ID or Face ID by pressing the fingerprint or face in the password box on the sign in page or in the app's [Settings](#). If there are too many failed Touch ID or Face ID authentication attempts, you will be asked to enter your device passcode in order to try again. If you do not see the Face ID or Touch ID icons, ensure the device has been set up to use these features.



A sign-in form with two input fields. The first field contains the text "admin". The second field is labeled "Password" and contains a Face ID icon (a square with a face and a checkmark). Below the fields is an orange button with the text "Sign in".



A sign-in form with two input fields. The first field contains the text "admin". The second field is labeled "Password" and contains a Touch ID icon (a fingerprint). Below the fields is an orange button with the text "Sign in".

Important: Laserfiche does not control the functionality of Touch ID or Face ID and does not have access to your fingerprint(s) or facial recognition. If you use Touch ID or Face ID to sign in to Laserfiche, any user who has saved a fingerprint or their face on the device will also be able to sign in to Laserfiche.

8. Once you are signed in, you should be taken to your **'My Tasks'** inbox similar to the below:



My Tasks



OPEN

DRAFTS

UNASSIGNED

COMPLETED

Earlier this week ▲

DATE ASSIGNED



Yesterday ▲

Today ▼



Ready For Job Offer

2019 - prescott, Dak

