

Configuring the Mobile App

Before a user can run the mobile app, they have to point to the web site you created that connects to the Sage 100 Fund Accounting database server.

- ✓ This task is only performed the first time a user launches the mobile app.
- ✓ The Sage 100 Fund Accounting mobile app must be installed on the user's mobile device. The app can be downloaded from the Google Play store for Android phones or tablets, or from the Apple App Store for iPhones and iPads.

Each mobile user must perform the following steps to configure the mobile app:

1. Tap the Sage 100 Fund Accounting mobile app icon to launch the app.
2. The app asks you to choose between **Hosted by Sage** and **Not Hosted by Sage** environments.
 - You are **Hosted by Sage** if Sage 100 Fund Accounting runs under Sage Virtual Services.
 - You are **Not Hosted by Sage** if Sage 100 Fund Accounting runs on your own servers, or if you are hosted by a third party.
3. Tap the appropriate environment for your site:
 - If you are Not Hosted by Sage, proceed to step 5.
 - If you are Hosted by Sage, skip to step 7.
4. Enter the URL for the mobile web site. The URL must start with **https** because an SSL security certificate is required.

Tip: Send your mobile users an email that contains the URL, so they can use the information in the email to configure their devices.

Example: <https://m.myorg.com/>

5. Tap **Go**. The web site settings are saved on the device.
6. Log in to the app using your Sage 100 Fund Accounting credentials.

Note: The **admin** user ID is not available on the mobile app. To log in as **admin**, you must use the desktop application.