



# **OX App Suite Major Release v7.2**

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## 1. OX Text - Open your office up to real-time collaboration

OX Text, at its core, is a web-based word processor. Its main focus is on reducing the complexities of text editing while promoting collaborative document creation. Collaborative document creation leads to more efficient working practices, the reduction/elimination of document version headaches and document emailing nightmares. OX Text is available with an independent valid license key.

### 1.1. OX Text: Swift, simple and smooth

Fully integrated with OX App Suite, OX Text is a web-based word processor. It supports online collaboration – increasing productivity by simplifying workflows. And it is accessible anywhere, anytime and from any device.

### 1.2. Greater simplicity

By leveraging OX Text, your users can break loose from the shackles of conventional text editing and experience true collaboration. This gives stakeholders real-time access to the latest files and cuts out complex email chains. And because OX Text stores a single document in a central location: there is no need to track changes or manage multiple distributed versions. No copies – no problems.

### 1.3. Collaboration that works

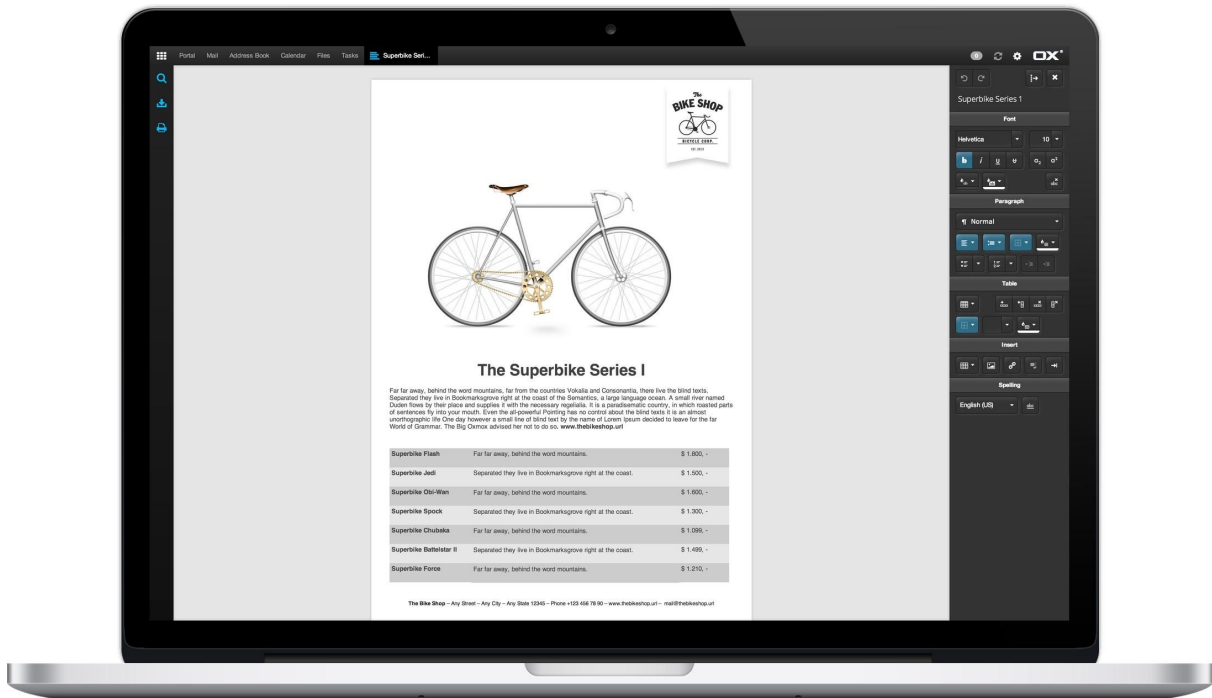
OX Text simplifies teamwork by letting users join forces to edit content in a group environment. By allowing multiple people to work simultaneously on the same document, it promotes collaborative problem solving.

### 1.4. The essentials

- Online word processing
- More efficient collaboration
- Reduced complexity
- Increased productivity
- Greater focus on content
- Fully integrated with OX App Suite
- Anytime, anywhere access
- Compatible with Microsoft Office and OpenOffice
- Lower software licensing costs

### 1.5. Round-trip editing

If OX Text does not directly support an editing function, that does not mean it is off limits. Users can download the document, edit it offline using local word processing software, and upload it again with the necessary changes. OX Text does not interfere with layout or formatting, even when a file contains unsupported elements such as headers and footers. These features remain as placeholders in OX Text, but reappear when the document is checked out and opened in a local editing tool.



## 2. General

### 2.1. Drag & Drop within OX App Suite

Move folders or groupware items to desired locations simply by dragging them within the folder tree. Additionally it is possible to select and move emails between folders by dragging them to their destination. With this function, it is easy to organize your folder structure.

### 2.2. Attachments to Email and Groupware Data via Drag and Drop

It is possible to add attachments to emails and groupware items directly with drag and drop from the desktop. It is not necessary to do it via a browser function.

### 2.3. iCal Behavior - Calendar Invitation and Confirmation

This implementation is based on the standard iCal behavior. It lets users invite both internal and external participants to an appointment and then manage the confirmation of these appointments transparently. In addition to e-mail notifications for new and deleted appointments, the new implementation provides functionality to edit appointments with internal and external users.

### 2.4. Export Groupware Data from Private or Public Folders

Users can export groupware data like contacts and appointments from private or public folders. The function appears on the toolbar and works directly on the folder. Contacts can be export as csv, vCard or hCard. Appointments are available as iCalendar.

### 2.5. Upsell layer for mixed context

Customers can order/purchase additional functionality without leaving the Open-Xchange browser-based interface. This proven concept often results in increased average revenue per user (ARPU). Moreover, the Open-Xchange user interface also supports cross selling of services that are independent of the Open-Xchange functionality.

### 2.6. Auto-Logout from User Interface

It is possible to perform an automatic logout of inactive users. This new feature provides increased security for all users. This front-end feature is implemented by using a timer, which is reset every time the user interacts with the UI.

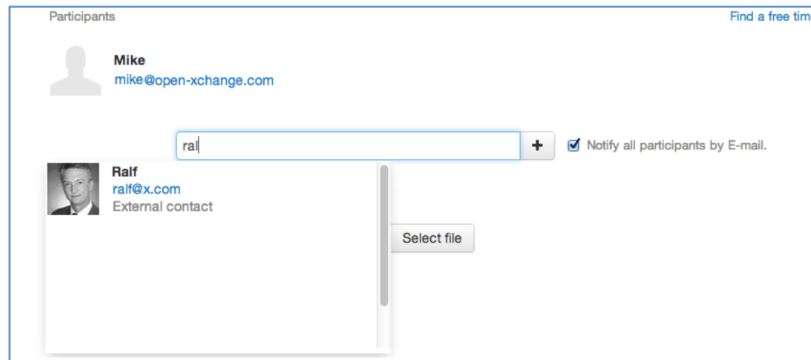
### 2.7. Print your data

OX App Suite provides the possibility to print groupware data and emails from the front-end. Users can choose different views for their print actions. Users can print the following overviews:

- Print emails
- Print calendar month view, week view, workweek view, day view
- Print a list of contacts
- Print tasks

## 2.8. Distinguish Internal and External Users

OX App Suite lets users work with both internal and external contacts. In order to better identify the origin of these contacts OX App Suite adds the qualifier "External Contact" in the creation of groupware objects for such contacts.



## 2.9. Distinguish Shared and Public Folder

In the OX App Suite folder tree there are now two additional icons. The "open lock-icon" indicates that the folder is internal shared with other users. The "cloud icon" indicates that the folder is either externally published or subscribed to.

## 2.10. Reload Function Integrated into the Save Button

OX App Suite provides does a reload during the saving of a publication or subscription. It is no longer necessary to click on reload after creation. Please note: one refresh per subscription per session

## 2.11. Reload Button Triggers Subscription Reload

OX App Suite provides the possibility to start a reload of data in a subscribed folder via the global refresh in the UI. Please Note: one refresh per subscription per session.



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### 3. OX Portal

#### 3.1. Latest Files on OX Portal

Items that have been recently added to OX Files are shown within the OX Portal. The tile “Recently changed files” displays all updated OX Files object. By clicking on a file item will display that item in the halo view. This makes it possible to both view and work on a chosen document. If the user needs further information, it is possible to jump directly to the file within OX Files.

## 4. OX Mail

### 4.1. Appointment and Task Notifications (Accept / Decline)

Accept or decline appointments and tasks directly within the received email. It is also possible to select tentative or later. This function negates the need to do this in OX Calendar.

### 4.2. Save iCal and vCard from Receipt Email's

Received iCal or vCard files in emails, can be directly imported into the private calendar or the private address book. This function is available on the menu for the attachment.

### 4.3. Save Sender/Recipient to OX Contact

For convenience, users can click on the sender or received mailing address and the halo view will provide further details. If the address is not saved in one of the OX Contact folder, the halo view will also provide the "Add to Address Book" function.

### 4.4. Unified Mail at App Suite

Multiple email accounts can be added to OX App Suite. During their creation an additional feature can be activated called "Unified Inbox". When activated all the standard system folders (Inbox, Drafts, Sent, Spam and Trash) for all the marked accounts will be concatenated under a single folder called "Unified Inbox"

This function gives users the best overview of all mail accounts. Seeing mail from each mail account enables users to work easily and quickly with different email communication channels.

### 4.5. Inbox Information in the Unified Mail Overview

A further important enhancement for Multiple Account and Unified Mail is the ability to see the Inbox Information in the list view of the Unified Mail folder. It is now possible to see in which Inbox the mail is stored. This gives an easy and very fast overview about the incoming mails.

### 4.6. Reply-To feature

OX App Suite also lets users enter an address into a "Reply-To" field on the compose email window. This means that when someone replies to this email it will go to this address. This can also be set as a default within the settings for each email account.

**The Reply-To feature can be enabled or disabled for all users by using a UI configuration on the server side.**

### 4.7. Publication-link for large email-attachments

OX App Suite has a feature that can decide that if a message is larger than configured size, the attached file will be uploaded to a special OX Files area and converts it to a link for all marked recipients (To, CC, BCC). All the recipients will get permission to access and read that particular file automatically.

All internal users will receive a link to access the documents depending on the configuration; external users receive either the attachment or a link to access the documents the file will be deleted after a configurable amount of days.

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## 4.8. Save Draft Mail Attachments

Users now have the possibility to upload new attachments to a draft mail. This also applies to automatic saving of emails; the uploaded attachment is also saved. This provides new and improved handling and working with draft emails.

## 5. OX Calendar

### 5.1. Availability of Participants to find free Times

The Free/Busy overview in OX App Suite is a combination of:

- Distribution lists
- Enhanced and integrated free/busy view

In OX App Site it is possible to create Appointments/Meetings from Distribution List. This coupled with the new and improved free/busy view provides a new Team View behavior. The Distribution List becomes the team. A distribution list will be used instead of teams but with the added function that you can now email a team too! If the user wants to schedule an appointment with a team you simply click the list and say appointment. In the appointment you see the Free/Busy information for your whole team. The functionality is available in the creation or edit dialog of a new appointment or directly in the icon overview on the left toolbar.

Additional it is possible to perform a query to check availability of participants and resources at alternate days and times.

### 5.2. Resources information at Halo View

OX App Suite Halo view provides all the relevant information regarding resource when creating a new appointments. Simply click on the resource name in the edit dialog and the halo view will display all the information found about it.

### 5.3. Retain iTip / iMip Messages after Processing

After an email with an iTip / iMip attachment has been handled (i.e. turned into an appointment etc.), the email should not be deleted, but saved. These emails may contain important data, and are necessary for forwarding appointments to other people.

### 5.4. Invitation mail handling

The invitation mail handling provides the following functionality:

- New Pooling logic to summarize invitation mails
- New “on behalf of” information handling
- Invitation Mail provides all appointment information
- Improved Phrases within Confirmation Mails
- Sorting the participants lists in the invitation mail, Invitation Mails for further appointments fields
- Sending mail with a configured default sender address
- Email for resources are marked “[Resource]”
- Invitation Mail provides correct time zone

### 5.5. Import iCal Data into all Folders

The import ability of OX App Suite gives users the option to import appointments into private and public folders. The “Import” Function is available via the folder toolbox on all OX Calendar folders where permission is granted. In the import view, the selected folder is pre-filled.

## 6. OX Contacts

### 6.1. Contacts send as vCard

The detail view for contacts now includes a function to send the contacts as vCards by email. This can be done for single or multiple contact. Users that receive this email can import them directly from the mail module into their address book.

### 6.2. Subscribe Social Network Address Books

The toolbox menu for OX Contacts lets a user subscribe to social network address books. The following sources are currently available:

- Facebook
- GoogleMail
- LinkedIn
- OXMF Contacts
- Windows Live /MSN
- Yahoo
- Gmx.de
- t-online.de
- web.de
- yahoo.com

Please Note: Subscribing to sources outside an Open-Xchange Server may take some time. Example: Importing 100 contacts from Xing takes about 5 minutes. Open-Xchange is continually improving this functionality.

### 6.3. Publish of OX Contact Folder

No available in the OX Contacts toolbox is the “Publish” function.

Having all relevant addresses for a project is often mandatory for success -- especially if the project includes external contacts. With this feature it is possible to publish contacts of an OX Contact folder. All project participants are always up-to-date with the important address details.

In the setting popup it is possible to choose the publish-formats

- Contacts\_hcard\_censored
- contacts
- contacts\_hcard\_uncensored
- contacts\_oxmf\_censored
- contacts\_oxmf\_uncensored

Additionally in the popup, it is possible to add a cipher code to the URL. Also the new created link to the publication can be shared by email.

#### 6.4. **Subscribe to Contact Publications Directly in an Invitation Email**

Directly in the received invitation mail from another user, it is possible to subscribe to the new publication. The user will be asked for a destination folder or to create a new folder.

#### 6.5. **Import vCard & CSV Data into all Folders**

The import ability of the OX App Suite gives users the option to import contacts to private or public folders. The "Import" function is available via the folder toolbox for all OX Calendar folders where permission is granted. It is possible to choose vCard or CSV files for the import action. In the import view, the selected folder is pre-filled.

#### 6.6. **Support of Furigana/Japanese contact Fields**

Open-Xchange supports different field settings especially for Furigana and Japanese fields. When the language is set to Japanese (ja\_JP), the following changes are available in the contact detail view and the contact edit/create view:

- The order of the fields "First name" and "Last name" changes to "Last name", "First name".
- Additional fields for Furigana are inserted before the fields: "Last name" and "First name"
- Gojūon ranges represented as hiragana あ-わ extend the letters on the left side of the contact list.

Apart from the field changes, the search of OX Contacts also searches for the added information.

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## 7. OX Files

### 7.1. Publication of OX Files Folders and Objects

Having all relevant documents for a project is often mandatory for success -- especially if the project includes external contacts. With this new feature it is possible to publish private and public OX Files objects. All project participants are always up-to-date with the important versions.

To publish OX Files folder and objects simply select "Publish" in the toolbar for Objects and Folders. It is also possible to send a link directly via email.

With the newly created URL, all external users have access to a Website with the published OX Files folders and objects.

User can select different templates for the publication.

### 7.2. Subscribe Publications Directly in the Invitation Mail

In the received invitation mail from another user it is possible to subscribe to a new publication. The user will be asked for a target folder or to create a new folder.

### 7.3. Add Subscriptions Without Manually Adding a Folder

If a user chooses a new subscription service, the folder will be created and the user can enter the credentials of the service.

## 8. Options

### 8.1. Vacation Notice and Time Frame

It is possible to set a vacation notice in the user setting area of OX App Suite. Apart from the subject and text, it is also possible to add the number of days between which a vacation notice is sent to the same sender and to enable different aliases. Additional Users can define a time frame for the activated vacation notice. In the user configuration of the Vacation Notice, there is a possibility to enter a start date and an end date for the active time period of the notice. With this new function, users will never forget to deactivate the vacation notice after their return to the office. **Please note:** Feature availability depends on the IMAP server used.

### 8.2. Auto Forward

In the OX App Suite user setting, it is possible to add an auto forward of all incoming mails to other mail addresses. This setting is available under "Auto Forward".

### 8.3. Managing Subscribed and Published Folders

In the OX App Suite settings, in the folder tree under Publications and Subscriptions, the overview window shows all the subscriptions or publications. The overview provides the url of the publication or subscription, the direct link and the internal folder path. Additionally it is possible to "Edit", "Disable" or "Delete" the provided publication and subscription.



## 9. Administration, Technical Extensions, Plug-In's, etc.

### 9.1. Resources Limitation for Created OX Objects

The administrator is able to limit the number of contacts, appointments, tasks and OX Files items to prevent malicious usage of Open-Xchange database storage. Open-Xchange implemented a context based quota configuration for each single module which can be set via the provisioning API's (RMI, SOAP, CLT's, ...) during context creation / modification. If a user will exceed this quota configuration he will receive an error message in Open-Xchange frontend indicating that the quota for the according module in his context has already been fully used.

### 9.2. Non Removable Tiles on OX Portal

The administrator of OX App Suite can mark tiles on the OX Portal as non-removable. This means users do not have the ability to remove the tiles via OX App Suite user settings. Administrators can use the functionality to provide important information regarding the company or e.g. advertisements. Description to configure it is provided via the administration guide at the Open-Xchange Knowledgebase.

### 9.3. Crawler for Subscriptions are Configurable by Administrators

Crawlers that are necessary for the new concept of subscribe to Xing, LinkedIn and Facebook are configurable by the Administrator. The following settings can be changed:

- Strings are configurable
- No Server restart is necessary
- New crawlers are easily deliverable

### 9.4. Administrator can Define Permissions for Top-Level OX Files Folders

In large environments it is now possible to set the permissions for the top-level public OX Files folder. With this restriction it is much easier to administrate the OX Files area.

### 9.5. OX Files Unpublished API

OX App Suite administrators can remove publications for users. For example if a user is deleted or it is necessary to delete a specific published URL. This can be done via an API (SOAP, RMI, CLT). Further information can be found in the Release Notes and Admin Guide of OX App Suite v7.2.

### 9.6. Faster Listfilestore CLT Execution

It is now possible to turn off options that are responsible for a slow listfilestore execution via the CLT. Further information can be found in the Release Notes and Admin Guide of OX App Suite v7.2.

### 9.7. Aggregation-Function for Login Counter Tool

OX App Suite provides an improved login counter tool. With this new version it is possible to aggregate more as one client. The parameter "-r" is configured as "RegEX". Additional, there is implemented a new parameter which provides values per user and context aggregated (GROUP BY-function in SQL).