Synchronising Data with OX Drive
User Guide

Synchronising Data with OX Drive: User Guide

Publication date Wednesday, 23. March 2016 Version 1.4

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1 About this Documentation

The following information will help you make better use of the documentation.

- Who is the target group for this documentation?
- Which contents are included in the documentation?
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Who is the target group for this documentation?

This documentation is addressed to users who want to synchronise files and folders on their desktop or mobile device with the groupware server. To be able to do so, an OX Drive client has to be locally installed.

Which contents are included in the documentation?

This documentation includes the following information:

- In *What is the purpose of the OX Drive Clients?* you will find a description of the OX Drive clients.
- In *Installing the OX Drive Clients* you will learn how to install and set up an OX Drive client on your system.
- In *Using the OX Drive Clients* you will find details for the practical usage of the OX Drive clients.

This documentation describes working with a typical groupware installation and configuration. The installed version and the configuration of your groupware might differ from what is described here.

Further Help

A comprehensive groupware documentation can be found in the OX App Suite User Guide.

2   What is the purpose of the OX Drive Clients?

OX Drive clients allow synchronising data between your local machine or mobile device and the OX App Suite Server. You define the data to be synchronised:

- On a workstation you define two folders in which contents are to be synchronised:
    - A remote folder on the OX App Suite Server. The remote folder is chosen from the personal folders in the *Files* app.
    - A local folder on your workstation.
- On a mobile device you can choose whether all contents or the selected favorites are to be synchronised.

Each change applied on the server is transferred to the workstation and the mobile devices. Each change applied on the workstation or a mobile device is transferred to the server and other devices.

The following changes are synchronised.

- new files
- file content changes
- file renamings
- file deletions
- new folders
- folder renamings
- folder deletions

The following operating systems for the workstation or mobile device are supported:

- MS Windows 7, 8
- Mac OS X 10.8, 10.9
- iOS 6, 7
- Android 4.1, 4.2

3   Installing the OX Drive Clients

Learn how to install an OX Drive client:

- on your workstation
- on your mobile device

Note: To use this function, OX Drive has to be available on your groupware server. For details contact your administrator or host.

3.1   Installing on a desktop client

How to install an OX Drive client on your workstation:

1. Download the installation program suitable for your system [7].

   You will find the installation program for your MS Windows or Mac OS workstation by clicking on **Downloads** in the side bar of the groupware settings. **Downloads** is only visible if **Advanced Settings** is enabled.

   You can also use the Updater to download the installation program for your MS Windows machine.

   Depending on the OX App Suite server configuration, widgets with installation information can be found on the Portal page.

2. Launch the installation program. A wizard guides you through the individual steps. Follow the instructions.

   Depending on the system, it might be re-launched at some point during the installation. If the OX Drive client installation does not start automatically after the re-launch, restart the installation program.

   As soon as the installation is completed, the *Setup Wizard* is displayed.

3. On the *Log in Files* page, enter the following details:

   Your OX App Suite Server's web address (URL).

   Your username and password for the OX App Suite Server.

   Click on **Login**. You will be logged in to the OX App Suite Server.

4. On the *Setup type* page you can define the local folder and the OX App Suite Server folder that are to be used for the synchronisation.

   To synchronise preset folders select **Typical**. The following folders will be synchronised:

   ▪ The folder *OXDrive* on the workstation. This folder is automatically created at the defined location during installation.

   ▪ Your personal files folder on the server. You can view this folder in the *Files* app.

   Click on **Next**.

   To define the folders to be synchronised, select **Advanced**. Click on **Next**. On the *Select your OXDrive folder* page select the folder:

   ▪ Click the button next to *Remote folder:*. Select one of your personal file folders on the server.

   ▪ Click the button next to *Local folder:*. Select a local folder on your machine.

   Click on **Next**.

5. The *Configuration finished* page will be displayed. Click on **Finish**.

Result: The folders are synchronised. Depending on the data volume this process might take a while.

3.2   Installing on a Mobile Device

How to install an OX Drive client on your mobile device:

1. Visit your mobile device's app store. Install the OX Drive app.

   You can also find the download links on the OX App Suite server when clicking on **Downloads** in the side bar of the groupware settings. **Downloads** is only visible if **Advanced Settings** is enabled.

   Depending on the OX App Suite server configuration, widgets with links to the app stores can be found on the Portal page.

2. As soon as the installation is completed, a wizard guides you through additional steps:

   Enter the name of the groupware server.

   Enter your credentials for the groupware server.

   Under **Offline files** select the data to be synchronised:

   - **All**: All contents will be synchronised.
   - **Favourites**: On your mobile device, define the folders and files to be synchronised.

   To define the pictures that are to be synchronised automatically, enable **Photostream**.

   - To synchronise new pictures, select **New photos**.
   - To synchronise new pictures and all pictures that are already on the mobile device, select **All photos**.

Result: The folders are synchronised. Depending on the data volume this process might take a while.

4 Using the OX Drive Clients

As soon as an OX Drive client is installed, it works in the background without you having to interfere. For information and configuration purposes, certain functions are available. The functions will vary depending on whether you use the OX Drive client on a workstation or on a mobile device.

- Functions on a workstation
- Functions on a mobile device
- Usage guidelines

4.1   On your Workstation

How to use the OX Drive client functions on a workstation:

1. Open the OX Drive icon's context menu.

Depending on the system, there are different ways of opening the context menu.

In MS Windows right-click the Files icon in the task bar on the right side of the info area. You might have to display the icon first by clicking the **Show hidden icons** icon.

2. Select a function from the context menu.

The following functions are available.

- **Pause synchronisation**
- Open OX Drive folder
- **Recently changed files**
- **Preferences**, MS Windows
- **Settings**, Mac OS X
- Exit OX Drive

Pause synchronisation

Stops the synchronisation. To proceed with the synchronisation, click on **Resume**.

Open OX Drive folder

Opens the local folder in your system's file browser.

Recently changed files

Displays a list of recently changed files.

Preferences, MS Windows

Opens the dialogue window *preferences*. The following settings are available.

- *General* tab

    Autostart. Defines whether the OX Drive client is automatically launched at system start.

    Debugging and Diagnostics. Defines whether notifications are written to log files. The log files are located in the same directory as the OX Drive client.

    Windows Explorer Integration. If this function is installed, icons in the Windows Explorer indicate the synchronisation status of folders and files.

    Language. Defines the language of the OX Drive client's user interface.

- *Profiles* tab

    A profile contains: server address, remote folder, local folder, quota. In order to synchronise several remote and local folders, create additional profiles.

    In order to view a profile's settings, right-click on the icon. Functions for editing the profile and opening the folders are displayed.

    When having changed your password on the groupware server, click on **Edit profile**. Enter the new password.

    Create a new profile. Launches the OX Drive setup wizard for creating a new profile.

- *Notifications* tab. Notifies about new software versions. Shows possible errors that occurred during the synchronisation.

- *Connection* tab. Shows the proxy settings being used. Allows changing the proxy settings.

- *About* tab. Shows information about the OX Drive client version.

Settings, Mac OS X

Opens the *OXDrive Preferences* dialogue window. The following settings are available.

- *General* page

    Language. Defines the language of the OX Drive client's user interface.

    Notifications. Notifies about new software versions. Shows possible errors that occurred during the synchronisation.

- *Advanced* page

    Autostart. Defines whether the OX Drive client is automatically launched at system start.

    Unlink OXDrive. Finishes the synchronisation and logs you out. Then, the OX Drive Setup Wizard will be launched. Here you can again define your credentials, the local folder and the remote folder.

    Quota. Shows information on the available space.

    Version Information. Shows information about the OX Drive client version and the groupware server used.

Exit OX Drive

Exits the OX Drive client.

4.2   On a Mobile Device

The following functions are available on a mobile device:

- select data for synchronisation
- display an overview of pictures that have been transferred to the server
- search, filter or sort to find objects
- create new objects like folders or pictures
- use functions for single objects like folders, images or documents, e.g. deleting objects, adding them to favourites or showing details.
- use functions for multiple objects like deleting or moving objects
- customise settings

4.2.1   Selecting data for synchronisation

When having selected *Favorites* in the settings under *Synchronised files* in the settings, you can define the data to be synchronised.

How to select the data to be synchronised on a mobile device:

1. In the OX Drive app, tap the menu icon.
2. Select **Files**.
3. In order to view the content of the *My files* folder, use one of the following methods:
   In order to view all subfolders and files, select the **All** tab.
   In order to only view pictures, select **Images**.
   In order to only view text files and documents in familiar Office formats, select the **Documents** tab.
4. Tap the menu icon next to the folder or file name.
5. Tap the **Favourites** icon. Close the folder menu.

4.2.2   Displaying an overview of the imported pictures

How to display an overview of the imported pictures:

1. In the OX Drive app, tap the menu icon.
2. Select **Photostream**.

Result: The *Camera Import* page shows an overview of all pictures that have been imported by the server from the mobile device's camera by using the *Photostream* function.

4.2.3   Viewing, searching, sorting objects

In order to view objects, you can use the following functions:

- select view: grid or list
- use search terms to find objects
- sort objects by name, size or date

How to display objects on mobile devices

1. In the OX Drive app, tap the menu icon. Select **Files**.

   Select the **All** tab. Open the folder which has the contents you want to view.

   In order to only view pictures or documents, select the **Images** or **Documents** tab.

2. Select one of the following functions from the function bar.

   In order to select the view, tap the menu icon in the function bar. Select **Grid view** or **List view**. **Note:** Depending on the view selected, one of the functions is available.

   In order to search for objects, tap the **Search** icon. Enter a search term.

   The objects containing the search term in their names are displayed.

   In order to sort objects, tap the menu icon in the function bar. Select **Sort**. Tap on a sort criterion.

   In order to close the window with the sort criteria, tap outside this window. The selected sort criterion remains.

3. In order to display an object's detail view, tap the object. You can also tap the menu icon next to the object. Tap the menu entry **Details**.

   Depending on the mobile device, there are different functions [17] available in the detail view.

4.2.4 Creating new objects

Depending on the mobile device, you can use the following functions to create new objects:

- create a new folder
- add an existing picture or video or a new picture

How to create a new object on mobile devices:

1. In the OX Drive app, tap the menu icon. Select *Files*.

   Select the **All** tab.

2. Open the folder in which you want to create the new object.

3. Tap the **Add** icon in the function bar.

   Depending on the mobile device, the function bar is located in different places: On Android mobile devices it is on top and on iOS devices it is at the bottom of the screen.

4. Select one of the functions from the menu.

   In order to create a new folder, select **Create new folder**

   In order to add an existing picture or video, select **Image or video**.

   In order to take and add a new picture, select **From camera**.

4.2.5 Using functions for single objects

On mobile devices you can use the following functions for single objects.

▪ Show details. Depending on the object, you can use additional functions on the detail page:
  ▫ share the objects with others
  ▫ open and display the object. Depending on the mobile device, there are different functions available.
  ▫ add object to favourites
  ▫ delete object
    Warning: If you delete an object on the OX Drive client, this object will also be deleted on the server and on all other clients.
  ▫ rename object
▪ add object to favourites
▪ delete object
  Warning: If you delete an object on the OX Drive client, this object will also be deleted on the server and on all other clients.

How to use the functions for single objects on mobile devices:

1. In the OX Drive app, tap the menu icon. Select **Files**.
   Select the **All** tab. Open the folder which has the contents you want to view.
   In order to only view pictures or documents, select the **Images** or **Documents** tab.

2. Browse the files and folders list to find the desired object.
   Tap the menu icon next to the object.

3. Tap an icon in the menu.
   If tapping the **Information** icon, a page with object details will be displayed. On this page you can use additional functions. The tabs on the detail page allow you to browse the objects.

4.2.6   Deleting or moving multiple objects

The function bar on mobile devices allows you to delete or move multiple objects.

How to use the functions for deleting or moving on mobile devices:

1. In the OX Drive app, tap the menu icon. Select **Files**.
   Select the **All** tab. Open the folder which has the contents you want to view.
   In order to only view pictures or documents, select the **Images** or **Documents** tab.

2. Make sure that the objects are displayed as a list. In order to select the list view, tap the menu icon in the function bar. Select **List view**.

3. Tap the **Multi-selection** icon in the function bar. If the icon is not shown, tap the menu icon in the function bar. Select **Multi-selection**.
   Checkboxes are displayed next to the objects.

4. Select one or multiple objects by tapping on an object.

5. Select one of the following functions below the list.
   In order to delete the selected objects, tap **Delete**.
   Warning: If you delete an object on the OX Drive client, this object will also be deleted on the server and on all other clients.
   In order to delete the objects, you need to confirm.
   In order to move the selected objects, tap **Move**.
   Select the folder for moving the objects to.

4.2.7   Settings on a mobile device

How to use the OX Drive client settings on a mobile device:

1. In the OX Drive app, tap the menu icon.

2. Select **Settings**.

The following settings are available.

- Sign out
- Quota
- General
- Photostream
- Synchronised files
- Battery
- Bandwidth
- Support
- About

Sign out

Signs you out. Stops the synchronisation.

Quota

Displays information about the quota limit on the groupware server.

General

Shows various settings and information.

- **Sync on application start**. Sets whether the synchronisation is automatically started after the app start.
- **Sync changes automatically**. Sets whether the synchronisation is automatically started after a change.
- **Limit cache size to**. Specifies the space volume that should be reserved for synchronised data.
- **Server URL**. Shows the address of the server that is used for the synchronisation.
  In order to change the address, click on **Change**.

Photostream

Sets whether photos taken with the mobile device are transferred to the server.

- **Import photos automatically**. Enables or disables Photostream.
- **New photos**. Limits the import to photos that were taken after Photostream was enabled.
- **All photos**. Transfers all photos on the mobile device and all photos taken from now on.
- **Enable background upload**. Transfers pictures to the server even if the OX Drive client is not open.

Synchronised files

Specifies the files to be synchronised.

- **All**. Synchronises all files and folders that are located below *My files* on the groupware server.
- **Favourites**. Synchronises only files and folders that are marked as *Favourites* on the mobile device.

Battery

Specifies the battery status that must be met to allow the synchronisation to occur.

- **Sync only while charging**. Only synchronises while charging the battery.
- **Pause sync while below**. Sets whether the synchronisation pauses if the battery capacity falls below a certain level.

Bandwidth

Determines which type of connection is to be used for synchronising.

Support

Displays this user guide.
Warning: If clicking on **Reset app**, all synchronised data within the app are locally deleted. The data on the server will be kept. In order to use the data on the mobile device again, you have to re-synchronise.

About

Shows version notes on OX Drive.

4.3   Notes

Changing the password

You cannot change the password in OX Drive. Files uses the same password that you use for accessing the groupware.

Name restrictions

In order to successfully synchronise files and folders, their names must not contain certain characters.

- Files and folders are not synchronised if their names include one of the following characters:
  < > : " / \ | ? *
- Files are not synchronised if their name corresponds to a reserved device name:
  CON, PRN, AUX, NUL, COM1, COM2, COM3, COM4, COM5, COM6, COM7, COM8, COM9, LPT1, LPT2, LPT3, LPT4, LPT5, LPT6, LPT7, LPT8, LPT9
- The following files are not synchronised:
  desktop.ini, Thumbs.db, .DS_Store, icon\r

  files with the name extension .drivepart

  certain temporary files, e.g. lock files from Office applications
- The following folders are not synchronised:
  /.drive

Depending on the development status of the software, additional files and folders might not be synchronised.

Upper and lower case in file names

On some systems the file names in the folders are case sensitive. If you create such files in your local folder, only one of those files will be synchronised. Do not use file names that differ only as regards the upper and lower cases in your local folder.

Do not edit the same file in more than one location

To avoid loss of data you should not open or edit a file in the local and the remote folder or on several clients at the same time.

File versions

If you change a file in the local folder, OX Drive creates a new file version in the remote folder. In the local folder only the current file version is displayed.