OX App Suite

Synchronizing Data with OXDrive --Draft--

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Publication date Tuesday, 07. January 2014 Version 7.4.2
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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?
- Further Help

Who is the target group for this documentation?

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

Which contents are included in the documentation?

This documentation includes the following information:

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

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.

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2 What is the purpose of OX Drive?

OX Drive allows synchronizing data between your local machine or mobile device and the OX App Suite Server. You define the data to be synchronized:

- On a workstation you define two folders which contents are to be synchronized:
  - 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 desktop or your mobile device.
- On a mobile device you can choose whether all contents or the selected favorites are to be synchronized.

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 synchronized.

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

OX Drive supports the following operating systems for the workstation or mobile device:

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

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3 Installing OX Drive

Learn how to install OX Drive:

- on your local machine
- 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.

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3.1 Installing the OX Drive desktop clients

How to install OX Drive on your local machine:

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 sidebar of the groupware settings.

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

   Depending on the system, it might be re-launched at some point during the installation. If the OX Drive 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 into OX Drive* 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 synchronization.

   To synchronize preset folders select **Typical**. The following folders will be synchronized:

   - The folder *OXDrive* on the local machine. 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 synchronized, 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 files folder 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 synchronized. Depending on the data volume this process might take a while.

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3.2 Installation des OX Drive Mobile Clients

How to install OX Drive on your mobile device:

1. Open a browser on your mobile device. Enter the following address: http://live.relution.io
   Sign in.
2. Download the app for your mobile device:
   for your Android mobile device, select the *Relution* app
   for your iOS mobile device, select the *OX Appstore* app
   Install the app.
3. Launch the app. Sign in.
   Select **Apps**. Install *OX Drive*.
4. As soon as the installation is completed, a wizard guides your through further steps:
   Enter the name of the groupware server.
   Enter your credentials for the groupware server.
   Under **Offline files** select the data to be synchronized:
   - **All**: All contents will be synchronized.
   - **Favorites**: On your mobile device, define the folders and files to be synchronized.

   To define the pictures that are to be synchronized automatically, enable **Photostream**.
   - To synchronize new pictures, select **New photos**.
   - To synchronize new pictures and all pictures that are already on the mobile device, select **All photos**.

Result: The folders will be synchronized. Depending on the data volume, this can take a while.

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4 Using OX Drive

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

- OX Drive Functions on a workstation
- OX Drive Functions on a mobile device
- Guidelines for using OX Drive

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4.1 Using OX Drive on a Workstation

How to use the OX Drive functions on a workstation:

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

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

   In MS Windows right-click the OX Drive 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 synchronization
- Open OX Drive Folder
- Recently changed files
- Preferences
- Synchronization errors
- Exit OX Drive

Pause synchronization

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

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

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

- *General* tab

  Quota. Shows information on the available space.

  To get more space click on **Buy Quota**.

  Language

- *Advanced* tab

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

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

  Unlink. Finishes the synchronization and logs you out. Launches the OX Drive Setup Wizard then. Here you can again define your credentials, the local folder and the remote folder.

- *About* tab. Shows information about the OX Drive version and the groupware server used.

Synchronization errors

Shows possible errors that occurred during the installation.

Exit OX Drive

Exits OX Drive.

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4.2 Using OX Drive on a Mobile Device

The following functions are available on a mobile device:

- Select data for synchronization
- View the contents of the photostream folder
- Customize settings

4.2.1 Selecting data for synchronization

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

1. In the OX Drive app, tap the menu icon.
2. Select **All**. Open the folder which contents you want to synchronize.
3. Next to the folder name, swipe from the right side to the middle. The folder menu opens.
4. Tap the **Favorites** icon. Close the folder menu.

4.2.2 Viewing the contents of the Photostream folder

How to view the contents of the photostream folder:

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

4.2.3 Settings on a mobile device

How to use the OX Drive 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
- General
- Photostream
- Offline files
- Battery
- About OX Drive

Sign out

Signs you out. Stops the synchronization.

General

Shows various settings and information.

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

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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.

Offline files

Specifies the files to be synchronized.

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

Battery

Specifies the battery status that must be met to allow the synchronization.

- **Sync only while charging**. Only synchronizes while loading the batteries.
- **Pause sync while below**. Sets whether the synchronization pauses if the battery capacity falls below a certain level.

About OX Drive

Shows version notes on OX Drive.

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4.3 Notes

Changing the password

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

Name restrictions

In order to successfully synchronize files and folder, their names must not contain certain characters.

- Files and folders are not synchronized if their names include one of the following characters:
  < > : " / \ | ? *
- Files are not synchronized 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 synchronized:
  desktop.ini, Thumbs.db, .DS_Store, icon\r
  Files with the ending .drivepart
- The following folders are not synchronized:
  /.drive

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 synchronized. Do not use file names that differ only as regards the upper and lower cases in your local folder.

Do not edit several files at once

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.

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