

Open-Xchange Documents

Minor Release v7.10.4

Feature Overview

V1.0

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1 OX Documents v7.10.4

1.1 Intention of this Document

This document provides an overview of the new web front-end features, back-end improvements and other changes coming with this minor release of OX Documents, v7.10.4.

The purpose of this document is to inform Open-Xchange customers and partners about the main changes that have been made in this release.

1.2 Key Benefits of OX Documents v7.10.4

Open-Xchange is pleased to announce the release of OX Documents v7.10.4.

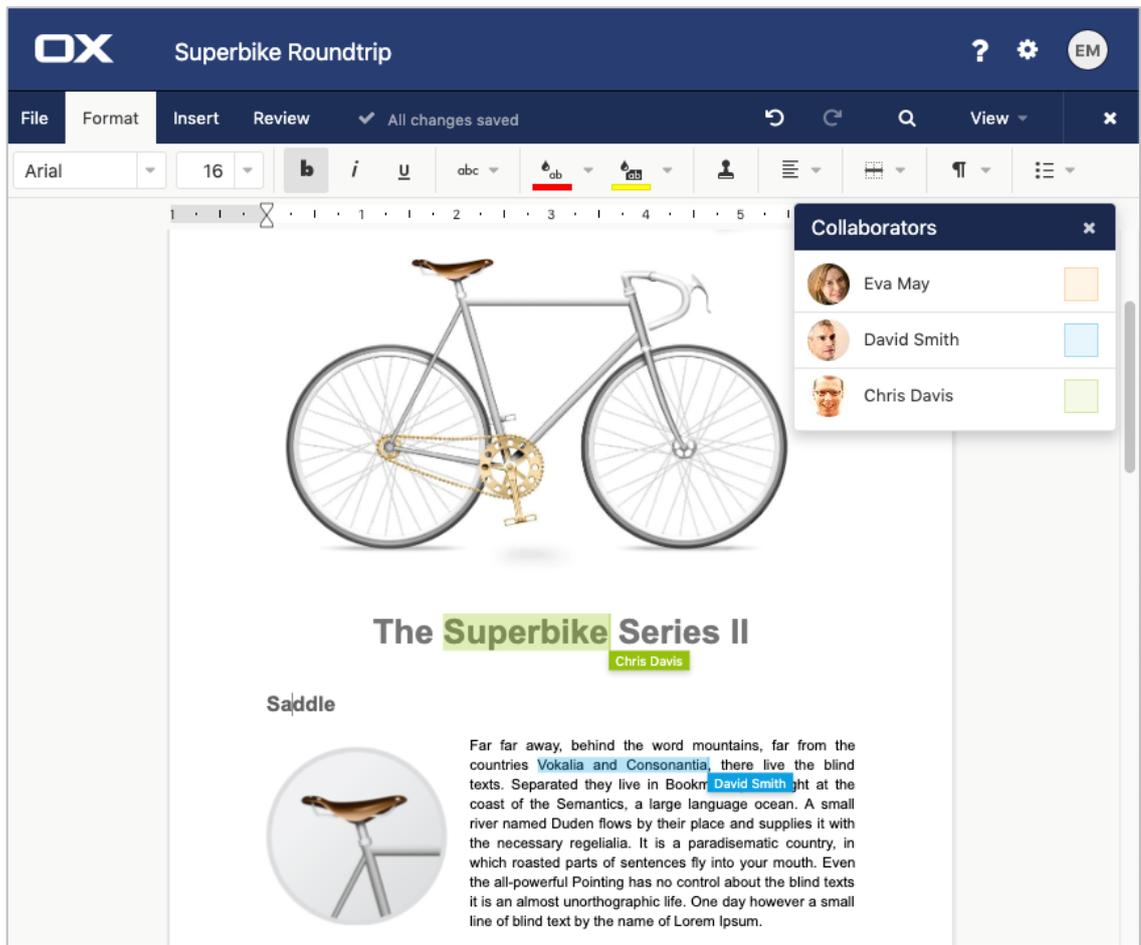
Keeping in line with Open-Xchange's end-user strategy OX Documents 7.10.4 contains many enhancements designed specifically for the user and the user experience.

Major enhancements in OX Documents 7.10.4 include:

- **Better collaboration in realtime** – To make collaboration even more efficient, multiple users can now edit the exact same text at the same time.
- **More attention for comments with @mentions** – To make sure a specific user sees a comment, it is now possible to add them to a comment in OX Spreadsheet and OX Presentation. The user mentioned in the comment will be notified by an email with a link to the comment.
- **View documents in new browser tabs** – To allow simultaneous document viewing and multitasking, documents can now optionally be viewed in a separate browser tab.

2 Realtime Editing

To make collaboration even more efficient, multiple users can now edit the same document, spreadsheet or presentation at the same time. Users viewing, or working, on the same document are able to see all edits in Realtime: as they are typing. Collaborators can not only edit text at the same time but also any other element in OX Documents like drawings or tables. OX Documents closely monitors the sequence of each edit on the server to apply it in the appropriate order.



Two users (Chris and David) editing a document with Eva at the same time

If two or more users are editing the same document, a floating window will list all the collaborators with their cursor and selection color.

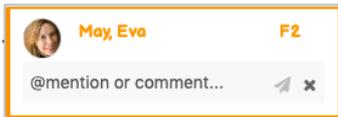
3 @mentions in OX Spreadsheet and OX Presentation

3.1 What are @mentions in Comments?

Comments can help to make a document easier to understand by providing additional context or information. Comments are also often used to collaborate with other people. To make sure that someone sees a comment, it is now possible to direct a comment to a specific person with @mentions.

3.2 Working with @mentions

The label of the comment input field now shows that @mentions can also be added:



Direct comment to a person with @mention

Typing the @-sign somewhere in a comment and the first few letters of the person’s first or last name allows to pick the correct contact from a list of suggestions from the OX Address Book. When a contact is selected, the display name is used in blue color in the comment. On mouse hover the email is shown.



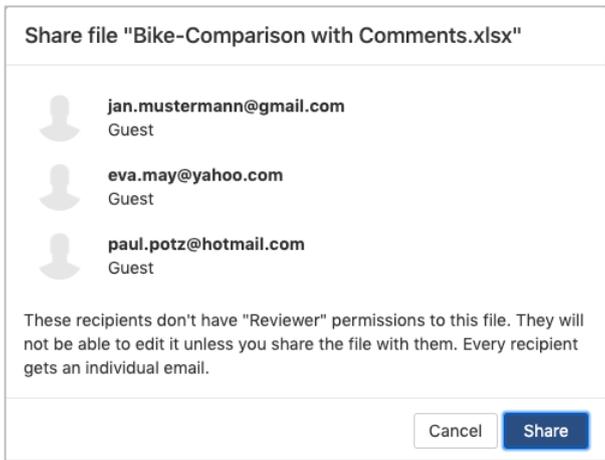
Pick email from suggestion list

Email with comment will be triggered

Comments with a @mention show a hint below the comment (“You added people to the comment who will receive an email notification.”) to remind the user, that an email will be sent. If the comment is posted, the person will receive an email with a link to the comment.

One comment can have more than one @mention. There is no need to create more than one comment for the same issue. All mentioned people will then receive an email.

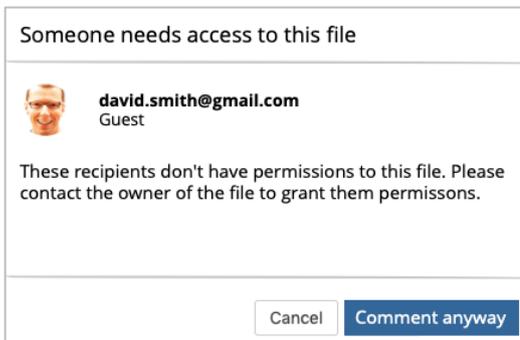
It is possible to @mention someone without permissions to access the document. In this case OX Documents will ask the user to provide permissions.



Share document with people mentioned in comments

@mentions can be directed to internal team members but also to anyone with a valid email address. This allows to collaborate with users that don't have an OX Documents account (= guest users).

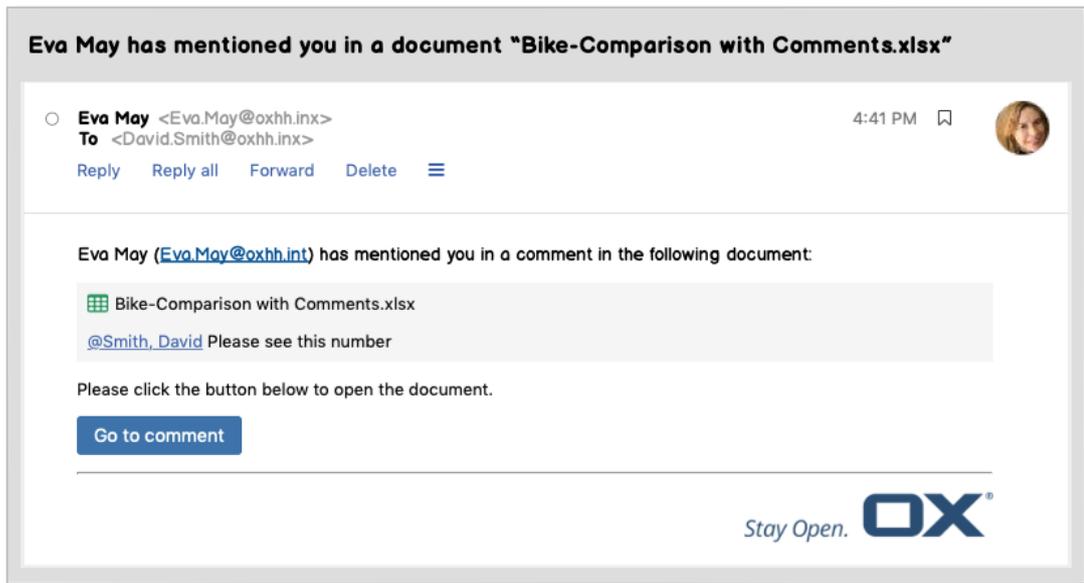
Guest users have full control over the document and comments. They can also add @mentions to all collaborators within the document. Guest users can also add @mentions to other guest users, but they are not allowed to share the document with other guest users. Instead they will receive the following dialog:



Mockup: Guest users cannot grant access to the document

3.3 Respond to @mentions

The email notification shows a preview of the text and comment thread associated with the comment.



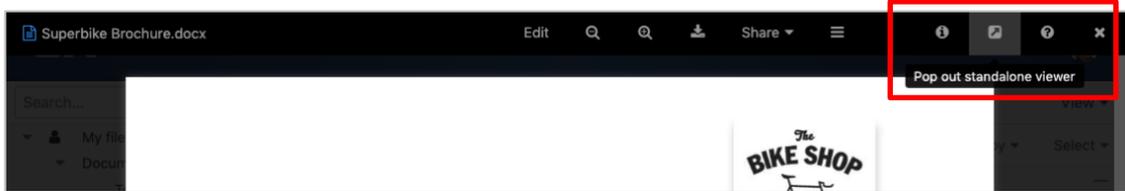
Email notification with comment

As the sender does not always know what the preferred language of the recipient is, the standard text of the email is localized and uses the language setting of the recipient, whereas the comment remains in the original language.

The button "Go to comment" brings the user to the exact spot in the document and selects the comment in the comment pane.

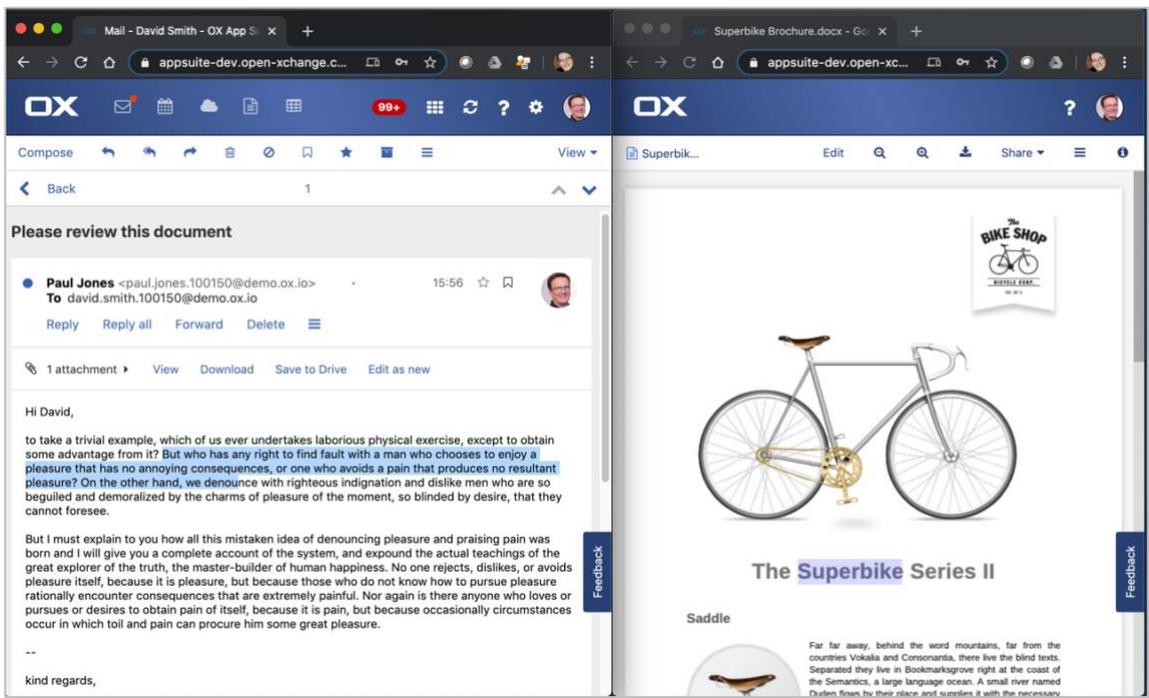
4 Document Viewing in Browser Tab

Viewing of documents is a key feature in OX App Suite and possible wherever documents are used, i.e. in OX Drive, in email attachments or in appointments or tasks. It is often beneficial to see the document and the specific context (email, appointment, task or other document) at the same time. This can now be accomplished by a new option in the OX Documents Viewer, called "Pop out standalone viewer".



New viewing option in OX Documents Viewer

The different browser tabs can now easily be arranged such that they can be viewed side by side to edit an email and view (or edit) a document simultaneously.



Email editing and document viewing in own browser tabs

Please note: Document editing in own browser tabs was already introduced in OX App Suite v.7.10.2. With this release it is now also possible to view documents in own browser tabs.

5 Administration, Configuration, etc.

5.1 Configuration of @mentions

Not all environments support outgoing emails. Therefore the @mentions feature can be disabled if needed with the following property:

```
office.properties  
io.ox/office//module/mentionsEnabled=true
```

If set to “false” no email is sent and the user interface doesn't trigger the handling of mentions on insertion of the @-sign in a comment.

However, when a guest user, without configured email address, adds a @mention, the configured no-reply email account will be used to send emails.

Please note: @mentions are supported in OX Spreadsheet and OX Presentation. OX Text does not yet support @mentions.

5.2 Spell-checking as a Service

With OX Documents 7.10.4 a spell-checking service has been introduced.

Further information can be found at:

https://oxpedia.org/wiki/index.php?title=AppSuite:Documents_Installation_Guide#SpellCheck_Service