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# **OX App Suite**

## **Synchronising Data with OX Drive**

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## **OX App Suite: Synchronising Data with OX Drive**

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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 synchronise 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.



## 2 What is the purpose of OX Drive?

OX Drive allows 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 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 desktop or your mobile device.
- On a mobile device you can choose whether all contents or the selected favourites 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

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





### 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.

## 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 side bar of the groupware settings.
  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 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 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 synchronisation.  
To synchronise preset folders select **Typical**. The following folders will be synchronised:
    - 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 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 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 synchronised. Depending on the data volume this process might take a while.

## 3.2 Installation of the OX Drive Mobile Clients

### How to install OX Drive on your mobile device:

1. Visit your mobile device's app store. Install the OX Drive app.
2. As soon as the installation is completed, a wizard guides you 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 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 will be synchronised. Depending on the data volume, this can take a while.



## 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](#)

## 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 synchronisation](#)
- [Open OX Drive Folder](#)
- [Recently changed files](#)
- [Preferences](#)
- [Synchronisation errors](#)
- [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

Opens the *preferences* dialog window. 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 synchronisation status of folders and files.
  - Unlink*. Finishes the synchronisation and logs you out. Then launches the OX Drive Setup Wizard. Here you can define your credentials, the local folder and the remote folder again.
- *About* tab. Shows information about the OX Drive version and the groupware server used.

### Synchronisation errors

Shows possible errors that occurred during the installation.

### Exit OX Drive

Exits OX Drive.

## 4.2 Using OX Drive on a Mobile Device

The following functions are available on a mobile device:

- [Select](#) data for synchronisation
- [View](#) the contents of the photostream folder
- [Customise](#) settings

### 4.2.1 Selecting data for synchronisation

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

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

#### **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.

**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 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.

**About OX Drive**

Shows version notes on OX Drive.



## 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 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\\*  
Files with the ending .drivepart
- The following folders are not synchronised:  
/.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 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.

