



OX App Suite

Synchronising Data with OX Drive



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, 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 OX Drive Clients](#) you will learn how to install and set up an OX Drive client on your system.
- In [Using 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 for which the 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 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

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 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 the **Advanced Mode** is enabled.
 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 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 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.
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 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 Using OX Drive Clients on a 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](#)
- [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**.
 - Password settings*. When you have changed your password on the groupware server, you can enter the new password here.
To do so, click on **Refresh**. Enter the new password.
 - Language*
- *Advanced* tab
 - Autostart*. Defines whether the OX Drive client is automatically launched at 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.
- *Notifications* tab. Shows possible errors that occurred during the synchronisation.
- *About* tab. Shows information about the OX Drive client version and the groupware server used.

Exit OX Drive

Exits the OX Drive client.

4.2 Using the OX Drive Client on a Mobile Device

The following functions are available on a mobile device:

- [Select](#) data for synchronisation
- [View](#) the contents of the photostream folder
- [Use additional functions](#) e.g., create, search, sort folders
- [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 **Files**.
3. Select **All**. Make sure the folder you want to synchronise is visible.
4. Next to the folder name, swipe from the right side to the middle. The folder menu opens.
5. 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 Using additional functions

On mobile devices, the OX Drive client contains the following functions.

- Selecting one or multiple folders. Moving or deleting the selected folders.
- Creating a new folder.
- Searching for files or folders.
- Sorting files or folders according to certain criteria.
- Filtering files in a folder. Filter criteria are: all files, synchronised files, unsynchronised files

How to use the OX Drive functions on mobile devices:

1. In the OX Drive app, tap the menu icon.
2. Select **Files**.
3. Select a function from the function bar.
Depending on the mobile device, the function bar can be in different locations: on Android mobile devices on the upper border, on iOS devices on the bottom screen border.
Depending on the mobile device, the functions in the function bar are arranged differently.

4.2.4 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](#)
- [General](#)
- [Photostream](#)
- [Synchronised files](#)
- [Battery](#)
- [Bandwidth](#)
- [Support](#)
- [About](#)

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.

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 deleted locally. 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*
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.

