EGROUPWARE FEATURE LIST

Admin | Preferences | General

VISUAL | OPERATIONAL

- Context menus and drag and drop features
- Import users and groups by using predefined definitions
- Set defaults for tabs opened on login
- Order applications by drag and drop in side menu
- Create global categories available for multiple groups
- Create categories on application level available for certain groups only
- Allow applications to users and groups
- Manage access rights for users and groups on application level
- Manage notifications
- Individualize Login and Home page
- Customize logos and icons
- Set time zones, countries and languages individually for users
- Define user selection and account display
- Customize EGroupware by using eTemplates
- Search globally across all applications and on application level
- Create custom fields on application level by using different field types

SAFETY | SECURITY

- Password management for password strength and scheduled forced password change
- Bulk account / password management with exportable report
- Notify users by e-mail about new passwords
- Get regular automated updates
- Secure HTTPS connection
- ACL - sophisticated user and group access control system on application level
- Manage personal, default and forced preferences on application level
- Configuration on application level and in general
- View sessions and access log
- View error log
- View asynchronous timed services created on application level
- DB backup and restore
- Restrict exporting of entries

DATA EXCHANGE | CONNECTING

- Data synchronization to mobile devices by using Active Sync, CalDAV / CardDAV / GroupDAV protocols
- Data synchronization to desktop clients
- WebDAV access - desktop client connection to the File Manager
- Import|Export with scheduling possibilities on all main applications
- Default definitions for Import|Export and an option to add individual definitions
- Separately definable access rights for Import|Export
- Merge Print
- Default Spreadsheet and Text document templates for reporting and printing

Calendar

VISUAL | ORGANIZING

- Save favorite calendars and calendar views on personal and group level
- Create multiple categories with colors on a group level
- Selection of calendar views and planners
- Visualization of accepted events by participants with dotted/solid lines
- Visualization of tasks as events in every calendar view
- Flexible filtering by multiple categories, status, users/groups and participant status
- Visualization of bank holidays
- Show birthdays from address book
- Use preferences to adapt calendar view

OPERATIONAL | CREATING

- Send, accept and reject invitations
- Set alarms and reminders
- Set recurrence for events and create exceptions
- Conflict management and warnings
- Customize events by using extra fields
- Copy / Print functions
- Free time search
- Link events to other data in EGroupware e.g. contacts, resources and projects
- Add users / contacts from address book as participants
- Attach files, and follow up / see changes in versions of files
- On click access to file storage
- Add automatically pre filled time documentation
- Book resources to events
- Get automatic e-mail notifications
- Notify external participants
- Option "do not notify" about changes
- Full-text search
- Use different time zones
- "Secretary feature" to manage other peoples calendars

SAFETY | SECURITY

- History function
- Deletion protection
- ACL - sophisticated access control system
- Disallow inviting of certain users/groups
- Manage notifications
- Forced, default and personal preferences

DATA EXCHANGE | CONNECTING

- Data synchronization to mobile devices by CalDAV and ActiveSync
- Data synchronization to desktop clients
- Scheduled Export / Import (iCal & CSV)
- Merge Print
- Default Spreadsheet and Text document templates for reporting and printing

Address Book

VISUAL | ORGANIZING

- Use multiple address books and contact types
- Organize contacts with distribution lists
- Categorize contacts
- Switch between organizational and contact views
- Sort contacts by name, organization, own sorting
- Flexible filtering by organization, organizations by departments, address books, distribution lists, types of contact, categories and extra fields
- Advanced search and full-text search
- CRM view - visualize related tasks in contact view
- Visualization of appointments by last date / next date
- Show images and birthdays

OPERATIONAL | CREATING

- Address information on organization / private level
- Link contacts to other data e.g. tasks and projects
- Attach files to a contact
- On click access to contact's file storage
- View versions of attached files, revert deleted files
- Manage multiple addresses at once
- Insert contacts easily into organizations
- Serial letters - fill documents automatically with contact data information
- Additional custom fields
- Compose e-mails from address book's e-mail links and go on websites on click
- Telephone integration

SAFETY | SECURITY

- History function
- Deletion protection
- ACL - sophisticated access control system
- Share and protect group address books
- Extra private address books
- Restrictions for using extra fields for users/ groups
- Define prefilled fields for copying
- Export control
- Forced, default and personal preferences

DATA EXCHANGE | CONNECTING

- Data synchronization to mobile devices by CardDAV and ActiveSync
- Data synchronization to desktop clients
- Scheduled Export / Import (CSV)
- Merge Print
- Default Spreadsheet and Text document templates for reporting and printing

InfoLog - Task Management

VISUAL | ORGANIZING

- Organize business processes by individual task types
- Use pre-defined filter criterias to manage tasks
- Create task type related status fields and extra fields
- Flexible filtering by owner / responsible, last changed, category, project, priority, type and status
- Visualize links and attached files
- CRM view - show tasks by the contact / organization
- Show tasks in Calendar as events
- Limitation of visible rows and column width of description field

OPERATIONAL | CREATING

- Create tasks and sub-tasks
- Delegate tasks to users and/or groups
- Set start and due dates
- Set status, priorities, and completed percentage
- Link tasks to other data in EGroupware e.g. contacts and projects
- Get pre-filled time sheet entries on click
- Use general price list for timesheet entries
- Attach files to a task
- On click access to InfoLog's file storage
- View versions of attached files, revert deleted files
- Convert e-mails into InfoLog
- Manage multiple tasks at once (bulk feature)
- Get automatic e-mail notifications on preferred level
- CC-feature: Use addressbook search to notify external contacts
- Option "do not notify" about changes
- Copy / Print functions
- Full-text search

SAFETY | SECURITY

- History function
- Deletion protection
- ACL - sophisticated access control lists
- Forced, default and personal preferences

DATA EXCHANGE | CONNECTING

- Data synchronization to moblie devices and desktop clients
- Scheduled Export / Import (CSV)
- Merge Print
- Default Spreadsheet and Text document templates for reporting and printing

E-mail Client

VISUAL | OPERATIONAL

- Visualization of multiple IMAP e-mail accounts and identities
- Select contacts from address books and distribution lists
- Add/save e-mail contact data easily to address book
- Create new folders and sub-folders
- Attach multiple files to e-mail directly from File Manager
- Save e-mail attachments to File Manager
- Convert e-mails to tracker entries and tasks, link them automatically to a contact and additionally to existing tasks as sub entries
- Compose messages in HTML format /plain text
- Forward e-mails inline or as attachment
- Start replies and set signatures above / below the quote
- Use drafts and template folders
- Filter e-mails by status - read, unread, replied, flagged..
- Manage multiple e-mails at once
- Print functions
- Full-text search

ADVANCED OPTIONS | AVAILABLE WITH STYLITE E-MAIL SERVICES

- E-mail account administration - get e-mail accounts automatically created by creating a user account
- Use filter rules
- Manage individual signatures
- E-mail forwarding
- Out of office messages
- Grant access / share e-mail accounts and folders

SAFETY | CONNECTING

- Data synchronization to mobile devices by ActiveSync
- Prevent/disable the use of advanced options (e.g. e-mail forwarding)
- Spam filtering (Stylite hosted e-mail services)
- Virus protection (Stylite hosted e-mail services)
- IMAP / SMTP configuration and autentification (e.g. SSL)
- Forced, default and personal preferences

File Manager

VISUAL | ORGANIZING

- Save folders as personal favorites
- View and restore versions
- View and restore deleted files and folders
- Link files and folders to other places for visualization
- Selectable Tree view / List view
- Individual user home data area
- Configurable start folder
- Shared folders for each group
- Selection criteria and search

OPERATIONAL | CREATING

- Get notified about changes in folders and files
- Drag and drop fucntions in tree view
- Create folders and sub folders
- Collect files from multiple folders for "copy/paste" feature
- E-mail multiple files directly out of the File Manager
- Add comments and create extra fields
- Upload multiple files by using browser or WebDAV connection (vfs)

SAFETY | SECURITY | CONNECTION

- File versioning
- File protection from overwriting and deleting
- ACL - sophisticated access control lists
- Super User function to manage folders and access rights
- Forced, default and personal preferences
- Integrate external file sources e.g. smb mounts
- WebDav access - Desktop client connection to the File Manager

Tracking System | Service Management

VISUAL | ORGANIZING

- Advanced reporting with charts and pie charts
- Service management in different ticket queues
- Structure service queues with categories and versions
- Follow up service quality by status and resolutions
- Create extra fields for additional information on queue level
- Editable default resolutions
- Flexible filtering by queues, categories, versions, status and resolutions
- Show accumulated time sheet entries

OPERATIONAL | CREATING

- Create tickets and add comments
- Use restricted comments for internal communication
- Assign tickets to users and groups
- Auto-assign tickets according to categories
- Convert tickets to tasks and add time documentation on click
- Use pre-filled time documentation entries
- Convert e-mails to tickets
- Set "Created by" flexibly
- Define multiple escalation structures for controlling service quality
- Set "overdue" and/or "close pending" automatized
- Configure automatized mail handling on queue level
- Interlink queues to projects
- Link entries and attach files
- On click access to file storage
- View versions of attached files, revert deleted files
- Create canned responses, preview and edit text while commenting
- Manage multiple tickets at once
- Print working receipts for filing
- Get notification e-mails on preferred level
- CC-feature: Use addressbook search to notify external contacts
- Option "do not notify" about changes
- Full text search

SAFETY | SECURITY

- History function
- ACL - sophisticated access control system
- Advanced configuration for assignments
- Configurable approval process
- Restriction of tickets to creator or group
- Allow / deny votes and bounties
- Forced, default and personal preferences

DATA EXCHANGE | CONNECTING

- Scheduled Export / Import (CSV)
- Merge Print
- Default Spreadsheet and Text document templates for reporting and printing

Time Sheet

VISUAL | ORGANIZING

- Organize time documentation with different categories and status
- Analyze data by different time periods to show accumulated time documentation and budgets
- Selection criteria by projects, categories, status, dates, user and contact
- Create extra fields for additional information
- Select columns to display

OPERATIONAL | CREATING

- Create Time Sheet entries with detailed description
- Set date, duration and quantity
- Create Time Sheet entries on click from InfoLog, Tracker, Calendar and Project Manager
- Use global price list from Project Manager
- Link and attach files
- Full-text search

SAFETY | SECURITY

- History function
- ACL - sophisticated access control lists
- Restrict status changes to Admins only
- Forced, default and personal preferences

DATA EXCHANGE | CONNECTING

- Scheduled Export / Import (CSV)
- Merge Print
- Default Spreadsheet and Text document templates for reporting and printing

Project Manager

VISUAL | ORGANIZING

- Visualization and sorting of projects by project ID or title
- Use project tree for navigation
- Flexible filtering by main and sub projects
- Show project progress with status, times and budgets
- See all project related entries in element lists
- Use filtering for changing views of sub elements and accumulated times
- Visualize project process in GanttChart on preferred level
- Create price lists with detailed information about unit prices, validation and availability in general or on project level
- Show project related file storage

OPERATIONAL | CREATING

- Create and add hierarchical projects
- Create and use several project templates
- Plan and manage staff and budgets
- Set milestones and constraints
- Capture working hours and costs
- Add new or existing entries from other applications
- Attach files to projects
- Create extra fields for additional information
- Full text search
- Attach eRoles to project elements for printing of standard forms or reports

SAFETY | SECURITY

- History function
- ACL - extended user right system based on individual project roles
- Define allowed accounting types
- Define availability of price lists on project level
- Forced, default and personal preferences

DATA EXCHANGE | CONNECTING

- Scheduled Export / Import (CSV)
- Merge Print
- Default Spreadsheet and Text document templates for reporting and printing

Resources

VISUAL | OPERATIONAL

- Structure resources with categories and sub categories
- Show resource or category related calendars
- Book resources for appointments
- Add description and pictures
- Set location and storage information
- Set quantity, availability and booking information
- Show custom fields for additional information in list view
- Link resources to other data e.g contacts and projects
- Attach files
- Set resource managers to approve bookings

SAFETY | SECURITY | DATA EXCHANGE

- ACL - Manage user and group access rights for resources on category level
- Grant access to resources calendars and bookings
- Scheduled Import / Export

News Admin

VISUAL | OPERATIONAL

- Publish news for different groups
- Publish news by date
- Structure news with categories and sub categories
- Add images to news from File Manager
- Selection criteria by categories, visibility, languages and creator of the news
- Full-text search
- Publish news in Site Manager / Website
- Translate news

SAFETY | SECURITY | DATA EXCHANGE

- ACL - Manage user and group access rights on category level
- Configure and manage RSS exports
- Scheduled Import / Export of news