



“The good news about computers is that they do what you tell them to do. The bad news is that they do what you tell them to do.”

**Ted Nelson**



# FEATURELIST

**EGroupware Enterprise Line**



## **EGroupware Enterprise Line (EPL) advantages**

### **Software availability – Ready-to-go solutions**

EPL solutions are focused on answering flexibly to companies software policies and usage purposes.

- EPL Installation on your own server
- EPL Hosting – care free managed hosting packages
- vEPL and vEPL-Enterprise for virtual environment on base of **vmware**

### **Administrative effort and know how**

All EGroupware Enterprise Line solutions are minimizing administrative effort and costs.

- EPL Installation on your own server – Repository download, fast and easy!
- EPL Hosting solution – No hardware and administrative resources needed!
- vEPL – cost optimal and highly flexible.

### **Automatic updates – and often!**

- Regular major updates
- Regular minor updates with e.g. Bug fixes and security releases several times a year up to weekly updates

### **Support Services – fast and always reliable**

- Free access to support ticket system on MyStylite
- Installation support
- Application support
- Technical Hotline



## **Admin | Preferences | General**

### **VISUAL | OPERATIONAL**

- New Stylite template with different colors and schemes
- Context menus and improved 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
- Upload images directly from FileManager using CKEditor
- 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 email 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 eSync (Active Sync protocol). Use one single setting for events, contacts and email.
- Data synchronization to mobile devices by using SyncML and CalDAV / CardDAV / GroupDAV protocols
- Data synchronization to desktop clients (e.g. Outlook)
- 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 email 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 eSYNC using ActiveSync protocol
- Data synchronization to desktop clients (e.g. Outlook)
- 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
- Selectable columns to display in list view

### 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 emails from address book's email 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 desktop clients (e.g. Outlook)
- Data synchronization to mobile devices by eSync using ActiveSync protocol
- Synchronize multiple addressbooks to mobile devices by using SyncML protocol
- 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
- Select columns to display

### 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 emails into InfoLog
- Manage multiple tasks at once (bulk feature)
- Get automatic email 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 mobile devices and desktop clients (e.g. Outlook)
- Scheduled Export / Import (CSV)
- Merge Print
- Default Spreadsheet and Text document templates for reporting and printing



## Email Client

### VISUAL | OPERATIONAL

- Visualization of multiple IMAP email accounts and identities
- Select contacts from address books and distribution lists
- Add/save email contact data easily to address book
- Create new folders and sub-folders
- Attach multiple files to email directly from File Manager
- Save email attachments to File Manager
- Convert emails 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 emails inline or as attachment
- Start replies and set signatures above / below the quote
- Use drafts and template folders
- Email preview on click
- Filter emails by status - read, unread, replied, flagged..
- Manage multiple emails at once
- Print functions
- Full-text search
- Show selected folders in Home area
- Select columns to show
- Context menu
- Drag and drop features

### ADVANCED OPTIONS | AVAILABLE WITH STYLITE EMAIL SERVICES

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

### SAFETY | CONNECTING

- Data synchronization to mobile devices by ePUSH using ActiveSync protocol
- Prevent/disable the use of advanced options (e.g. email forwarding)
- Spam filtering (Stylite hosted email services)
- Virus protection (Stylite hosted email services)
- IMAP / SMTP configuration and authentication (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
- Personalize workspace
- Selection criteria and search
- Select columns to display in list view

### OPERATIONAL | CREATING

- Get notified about changes in folders and files
- Drag and drop functions in tree view
- Create folders and sub folders
- Collect files from multiple folders for "copy/paste" feature
- Email 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
- Select columns to display

### 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 emails 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 emails 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
- Select columns to display

### 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



## Site Manager

### VISUAL | OPERATIONAL

- Use free templates in Stylite Hosting
- Use Site Manager templates for different look and feel
- Manage content by categories, pages and blocks
- Publish information from Calendar, Address Book, Tracking System, File Manager and Wiki
- Wrap content from external sources
- Add text and images from File Manager into blocks
- Use different navigation possibilities

### ADMINISTRATIONAL

- Manage multiple websites
- Configure site properties
- Manage different languages
- Use different versions to manage publishing and archiving content

### SAFETY | SECURITY | DATA EXCHANGE

- Set site administrators for each website individually
- Set read / write permissions on category level
- Restrict content to registered users
- Import / Export

## 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



## Wiki

### VISUAL | OPERATIONAL

- Interlinked wiki page structure
- Create new wiki pages easily
- Rename pages and get all related links automatically changed
- Translate pages into different languages
- Use Wiki writing format or use editor for convenient editing of pages
- Insert links to files and web pages
- Add images to Wiki pages from File Manager
- Publish wiki pages on website
- View recent changes
- Full text search

### SAFETY | SECURITY

- Set multiple groups for default read and write access in preferences
- ACL - protect information by user and group rights on page level (editors | readers)
- History function
- Define timeframe to keep versions of pages
- View recent changes
- Allow | deny anonymous access
- Enable | disable free links and Wiki links

## Knowledge Base

### VISUAL | OPERATIONAL

- Create categories and sub categories
- Maintain articles and questions
- Show latest, most viewed and unanswered questions
- Edit articles conveniently using editor
- Link articles to e.g. projects, tracker entries, wiki pages, contacts
- Attach files and images to articles from File Manager
- Search by keywords or article ID
- Advanced search functions
- Show comments and ratings of articles

### SAFETY | SECURITY

- ACL - Access control system
- Set approval process to publish articles
- History of changes by date and user



## 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

## Bookmarks

### VISUAL | OPERATIONAL

- Complete application rewrite
- Publish and share bookmarks
- Structure bookmarks with categories
- Switch between list and tree views
- Flexible filtering by categories, names, ratings and visits
- Create custom fields for additional information
- Link entries from other applications
- Attach files to bookmarks
- Mail bookmarks with individual messages

### SAFETY | SECURITY | DATA EXCHANGE

- ACL - manage user and group access rights on category level
- Import / Export



## Chat

### VISUAL | OPERATIONAL

- Define different chat rooms in categories
- Chat in private or on group level
- See who joins chat room
- Individualize look and feel of chat room

### SAFETY | SECURITY

- Manage access rights on group level

## Polls

### VISUAL | OPERATIONAL

- Get anonymous feedback by asking questions in Polls
- Add questions and set answers
- View results
- Select actual used poll

### SAFETY | SECURITY

- Set the right to vote on user or group level
- Limit results on user / group level

## Home

### VISUAL | OPERATIONAL

- Individualize Home area with text and images
- Show tasks, calendar and tracker entries
- Show email folders
- Show birthdays from Address book
- Show latest news
- Define each item on application level
- Reorder shown information