



**“I have been impressed with the urgency of doing. Knowing is not enough; we must apply. Being willing is not enough; we must do.”**

**Leonardo da Vinci**



# STYLITEGMBH

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“The true sign of intelligence is not knowledge but imagination”  
Albert Einstein



## EGROUPWARE PREMIUM LINE

the new avenue of communication

EGroupware is a worldwide leading multilingual internet platform for effective team collaboration, central data and customer relationship management (CRM).

It offers a rich variety of versatile, browser based applications, which function in an integrated structure. The software can be customized individually and is embedded easily into any IT landscape.

Team relevant business processes like task management, scheduling, address maintenance, file sharing, project planning, know-how transfer, documentation and email are consistently collected and interconnected on a internet platform.

EGroupware gives the freedom to integrate users and teams swiftly everywhere in the world with a few mouse clicks. A sophisticated user and group access rights management reflects the security requirements of complex team collaboration structures.

The result is an outstanding solution with regard to flexibility, functionality and security - easy to distribute and intuitive to use.

# EGROUPWARE PREMIUM LINE

“Wisdom is knowing what to do next; virtue is doing it”  
David Starr Jordan



## EGROUPWARE INSTALLATION to your own server

EPL is the professional choice, installing EGroupware individually to your own server. The EGroupware Premium Line contains Stylite's actual EGroupware enhancements, a software maintenance agreement and highly attractive hourly rates for further support services.

- **Install EGroupware in one single step** with all needed components e.g. data base, PHP and web server by using EPL's ready-to-go RPM and Debian repositories.
- **Get automatic software updates**, including bug-fixes and security releases.
- **Enjoy brand new Stylite features**, which are not available publicly in the community edition of EGroupware.

EPL is an annual subscription package. Customers get regularly 3-4 times a year proved software updates. Stylite develops EGroupware further according to its current road map.

“Wisdom is the quality that keeps you from getting into situations where you need it”  
Doug Larsson



## EGROUPWARE PREMIUM LINE (EPL) Hosting services

Get the best out of EGroupware for a reason - rely on first-hand support and intimate knowledge of EGroupware by our developers, who have written the software for many years.

Our expertise and leading position distinguish us clearly from the worldwide community of EGroupware users and resellers.

EGroupware Managed Hosting by Stylite is the most powerful and world wide accepted solution regarding performance and reliability.

### **SOFTWARE AND RELIABILITY OF CODE**

As the manufacturer of EGroupware Stylite provides know how at source regarding the technical and functional background of EGroupware.

On that level Stylite operates worldwide and guarantees sustainable support and further development to ensure your companies use of EGroupware.

### **PERFORMANCE AND FOCUS OF OPERATION**

Stylite's longtime computing centre experience in combination with our leading EGroupware software development guarantees an excellent hosting experience superior to any other.

Our computing centre is focused and concentrated uncompromisingly to EGroupware and operates the software in order to obtain a stunning solution regarding performance, availability and first-hand customer service.

Comparing with any other kind of operational strategies e.g. running EGroupware on your own, the Stylite hosting packages are essentially the most cost-efficient and economic way to use EGroupware effectively.

### **MANAGED SERVICE AND SECURITY - WE CARE, YOU ENJOY**

Our care-free-hosting-packages frees you from any kind of technical administrative effort and give the freedom to concentrate on customizing your EGroupware for your business.

The advantages are ubiquitous: all technical details you've to take care about like internet security, data backup, server and software maintenance are outsourced to Stylite's EGroupware experts.

Get the latest proved version of EGroupware Premium Line by automatic software update, rely on software operation on high availability server clusters and computing centre security.

Our service guarantee: all our computing centre services are certified by independent auditors regularly.

# EGROUPWARE MODULES

## and functions

### Task Management 'InfoLog'

- Create tasks and delegate to team members or groups
- Document task progress and follow status
- Establish comprehensive selection criteria and perform full-text search
- Link flexibly to other data types such as addresses, contacts, projects or attach any file by uploading to a task
- Be informed by getting Email notification and/or popup messages if status or content of task has been changed.
- On click access to the file manager data store of InfoLog, to attach and manage task related files directly.
- Limitation of visible rows in the task description area of the InfoLog module overview page.
- Customizable setting for a perfect visualization and task handling.
- Linking of new or existing tasks to other InfoLog items as sub entries, to organize tasks logically.
- Use the new subtask handling function to decide, whether subtasks should be closed automatically by setting the parent task 'done'.

### Team Calendar

- Manage own and shared appointments
- Use alarm and reminder functions
- Send, accept and reject invitations
- Allocate resources to an appointment
- Link appointments to other data like contacts, tasks or attach files
- Create selection criteria and perform full-text search
- Use category or team view to manage your schedules optimally
- Get Email notifications about any changes in your calendar
- Print function to create a receipt of an appointment with complete information about date, time, subject, notes, participants, attachments.

### Contact Management

- Create multiple address books
- View contacts and organizations easily by using advanced search functionalities
- Use categories and distribution lists to organize the address stock transparently
- Import/Export address data material and fill documents automatically with contact data
- Link contact data with any other kinds of EGroupware data like notes, tasks, projects or

- uploaded documents to create a powerful CRM view
- Print function for serial letters and address labels
- Visualization appointments with contacts by last date/next date notice
- On click access to the file manager data store of an address, to attach and manage contact related files.

### E-Mail

- Complete email application for managing multiple identities and email accounts Refer to addresses in the contact management for composing emails efficiently
- Share folders, set filter rules, use multiple individual signatures, manage email forwarding and out of office messages (dependent on the email server capabilities)
- Attach multiple files to email directly from EGroupware's file manager.
- Use your file manager Favorites or browse in module item attachments for easy navigation. Save email attachments to EGroupware's file manager.
- Use your file manager Favorites or browse in module item attachments for easy navigation.
- Convert emails to tasks and link to existing InfoLog tasks as sub entries for a better overview.

### File Manager

- Use fully equipped web based file manager for sharing information and managing documents
- Individual home data area for each user
- Team folder for supporting data exchange optimally
- Direct access to the file manager from the personal computer using WebDAV (web based distributed authoring and versioning)
- Save mostly used folders as your Favorites in the side menu for quick access and a better overview
- Personalize your workspace by using folder links for higher productivity
- Manage Files and Folders easily by copy/paste over a clipboard
- Upload multiple files at once for more convenient file handling
- File protection to prevent accidentally overwriting of data while uploading
- Browse to EGroupware's module item attachments and organize information efficiently (e.g. attach files and folders to projects directly by the EGroupware file manager)
- Use EGroupware as a regular file server.
- EGroupware provides WebDav communication features for accessing its file server directly by personal computers (e.g. in combination with tools like NetDrive or WebDrive on a Microsoft operating system). Example: manage the project file store directly from your PC, copy/move/create project related files and folders.
- Easy customization of EGroupware's file manager by Superuser mode for administrators.
- Create group folders and manage user rights conveniently.

"The length of this document defends it well against the risk of its being read."  
Winston Churchill



"If you don't like something, change it. If you can't change it, change your attitude."  
 Maya Angelou



### Tracking System

- Manage and audit service, maintenance, change management and any other kinds of processes which need a defined delegation structure and escalation procedures
- Create functional areas (tracker queues) and types of tasks which has to be tracked
- Define the delegation and escalation structure
- Link tracker entries to InfoLog tasks, project management and time sheet module
- Document working progress historically and additionally by predefined text modules
- Print working receipts for filing
- Custom defined fields fully available
- Manage tickets by attaching individual information additionally.

### Project Management

- Create and manage hierarchical projects
- Plan and manage staff and budgets
- Set milestones
- Create sub projects
- Capture working hours and costs
- Visualize project status and time line by Gantt chart
- Use an extended user right system based on individual project roles
- Create project templates for recurring procedures
- On click access to the file manager data store of the project manager module, to attach and manage project related files directly
- Manage project files and folders easily by EGroupware's above mentioned WebDav features, using a direct EGroupware file server connection.

### Time Sheet

- Manage and audit working time documentation
- Link time sheets to tasks, projects, contacts or any other kinds of information in EGroupware and classify them by categories
- Analyze data by different time periods, use time sheets as base for invoicing or internal controlling purpose
- Consolidate working time in the project manager by using the time sheet module
- Customizable status field for a better management and tracking of time sheet entries (e.g. status documented, billed, cancelled) to support invoicing processes optimally.

### Knowledge Management

- Share companies know how on the EGroupware platform
- Publish any kind of information by releasing articles which contain descriptions, links to other information and attached files
- Order articles by categories and classify them with search items

### Wiki

- Use the Wiki hypertext system to structure information like in the Internet Wikipedia
- Wiki helps to organize knowledge and documentation in a interlinked structure of different wiki pages
- Find content easily by index based full text search
- Protect information by user and group rights on page level

### News

- Use EGroupware as an intranet information system
- Publish news on a group specific level

### Resources Management

- Document and manage resources
- Book resources for appointments
- Order resources by categories and custom fields

### Polls

- Create polls and set answers individually
- Assign the right to vote and to see the result of the poll to groups

### General Functions

- Sophisticated user and group access control system on the level of each module
- Order content by categorizing and use different filters and full text search for finding information
- Interlink data across the modules for providing information anywhere in the software
- Individualize user interfaces by eTemplates
- Use the multi-lingual capability of EGroupware for integrating international teams
- Individualize the software by using module preferences on user level
- Store icons for user defined InfoLog types and the EGroupware's URL favicon in the file manager.