

Get Mobile!



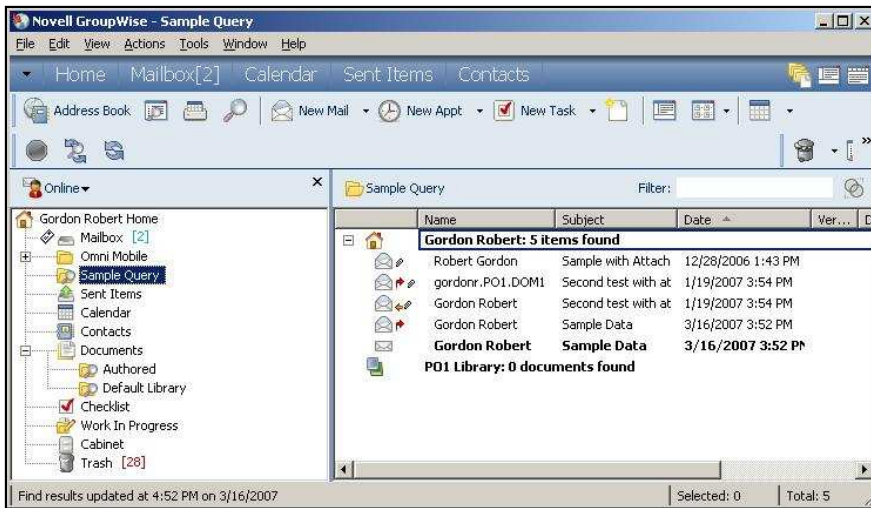
Omni Mobile

What's New for Users

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The 2.4.0 release of the Omni Mobile client includes some significant enhancements including access to "Query" folders, accessing documents in a folder, creating a 'Find' folder in the Omni Mobile client, compose and send as a proxy account, and adjust the size of the display font in the client.

Synchronizing GroupWise "Query" Folders

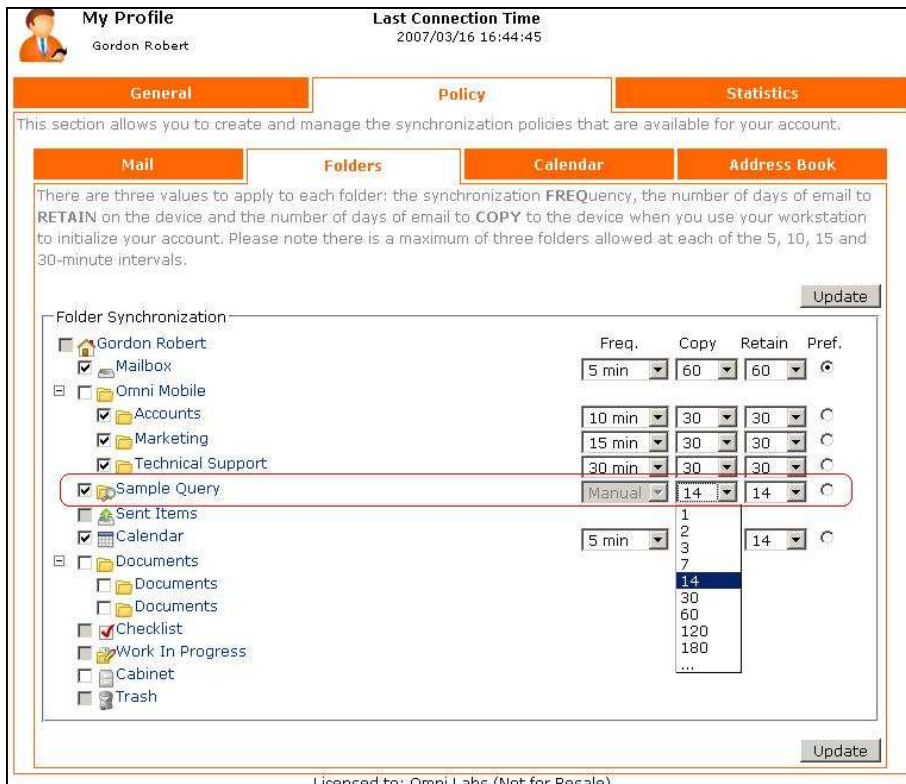


Step 1 - Create the Query Folder

Login into your GroupWise client and create a 'Query' or 'Find Results' folder. Define the folder to meet your requirements.

Step 2 - Modify the Folder Policy

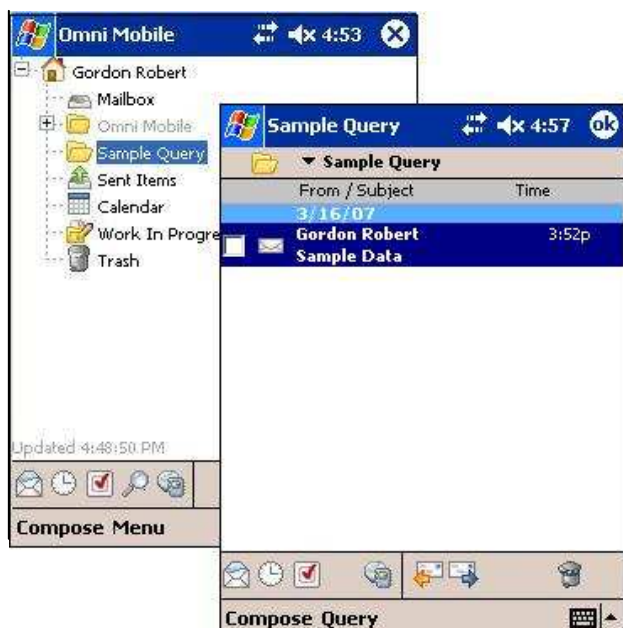
- Login into your GroupWise WebAccess account.
- Access the Omni Mobile detail pages and select **Policy > Folders**.
- Check the 'Query' folder that you created in 'Step 1' and set the parameters:



- **Freq** is locked to 'Manual'. You will not be able to schedule automatic updates for 'Query' folders.
- **Copy** to specify the numbers of days back into the past of items in the 'Query' folder to copy to the device.
- **Retain** to specify the number of days into the past to retain items. This value must be equal to or larger than the **Copy** value.

Click the **Update** button before moving to a different policy page to save your settings.

The next time the Omni Mobile client connects to the Omni Mobile server, it will modify the folder policy to include the 'Query' folder.



Step 3 - Use the Query Folder

The 'Query' folder will appear in the tree view and look like any other folder. To update the 'Query' results, you need to manually update the 'Query' folder.

- Open the 'Query' folder.
- View the results. You can open items, reply to them and close them. If you delete an item, it will delete the original source item in the user's account.
- To update, tap on **Query > Update**.

The 'GroupWise Query' folder will not search 'Sent items' or 'Work-in-Progress' items. It does not automatically update. You need to manually update a "Query" folder to show the latest results.

Access Documents

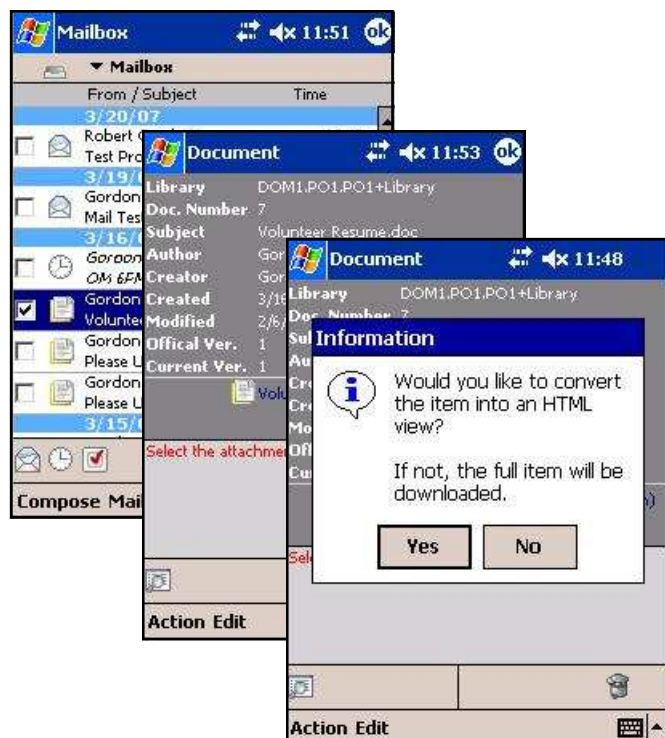
Omni Mobile can now display and provide access to documents that are stored in synchronized folders.

Step 1 - Download the document file

In your Omni Mobile client find a document file in a synchronized folder and open it. It will look like an email item with an attachment.

Tap (select) the attachment. At the "Would you like to convert an item into an HTML view?"

- If you select "Yes" it will prompt you that it has copied the URL to the clipboard and you can then open a browser and paste the URL into the browser and tap "Go". The document will appear in the browser using the standard GroupWise html view templates built into WebAccess.
- If you select "No" then choose "Yes" at this window.

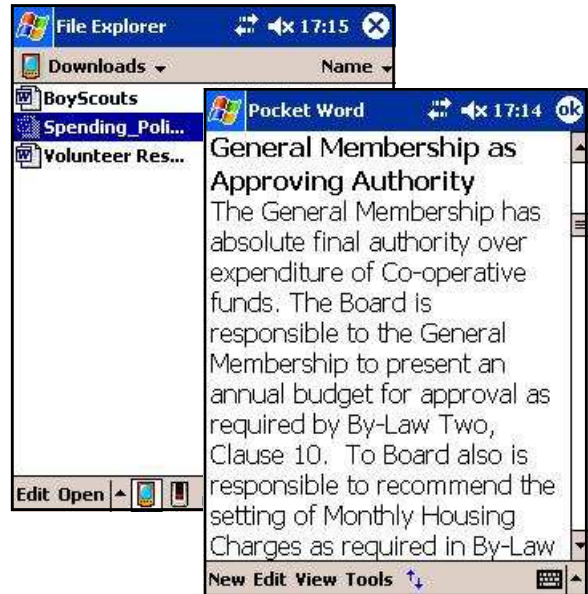




You will see a "Communicating" window until the download completes.

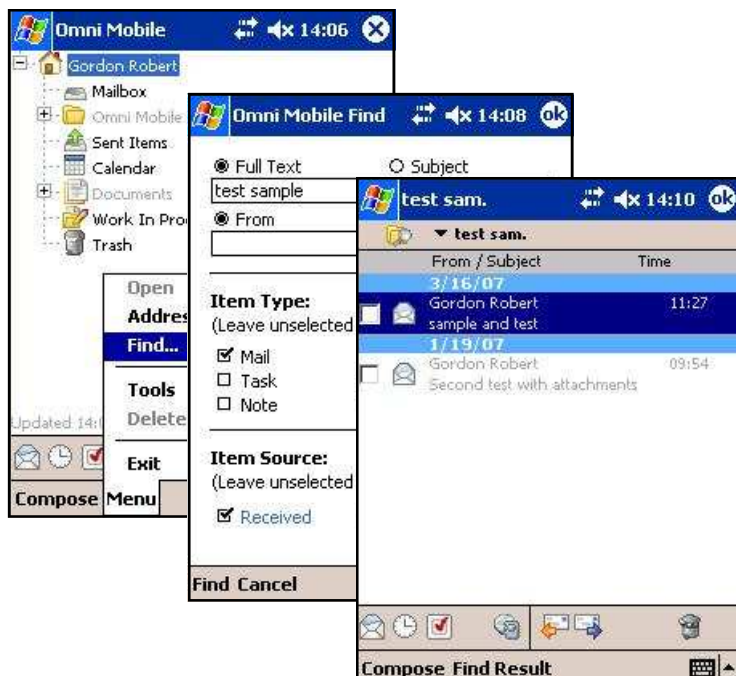


You should see "Successful download!". The document will be downloaded to a "Documents" folder that is inside the "Omni Mobile" folder.



Step 2 - Open the document file

You can use the devices file manager to find and open the file in the native application on the device.



Create a Find Folder on the Device

In addition to synchronizing a "Query" folder using folder policies (see page 1), you can also create a find query and the results folder will appear in the tree view.

Create a "Find" query

- From the tree view choose **Menu** and select **Find...**
- In the "Find" window specify the query criteria and then tap **Find**.
- the Omni Mobile client will automatically create and open a "Find Results" folder and display the results.

The "Find" query will not search "Sent items" or "Draft" items. It does not automatically update. You need to manually update a "Find" folder to update the results.



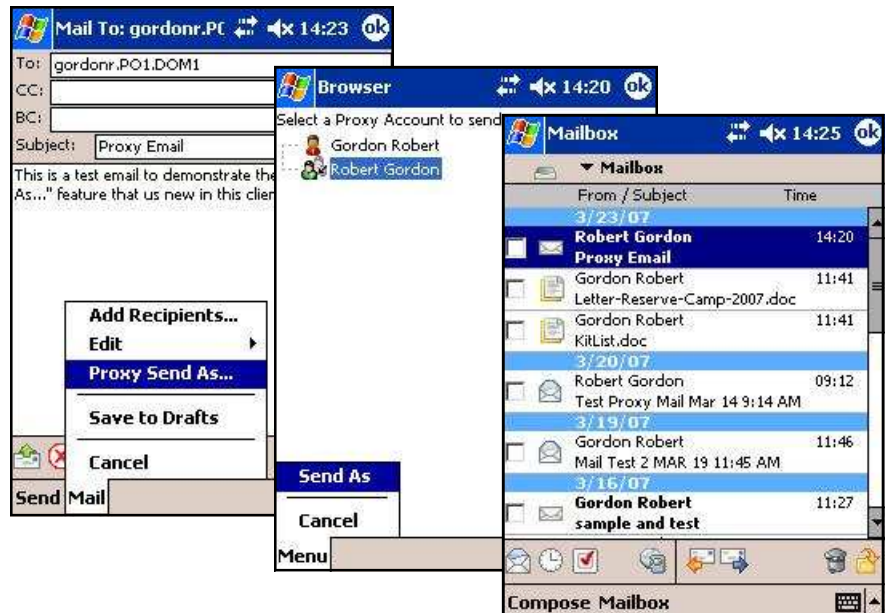
Proxy Send As ... on the Device

If you have the ability to proxy into another user's account from WebAccess, you now have the ability to send an email or appointment as a proxy user.

Compose and Send

- Compose a normal email or calendar item. When you are ready to send, choose **Mail** and select **Proxy Send As...**
- Select the Proxy User you want to use.
- Choose **Menu** and select **Send As**.

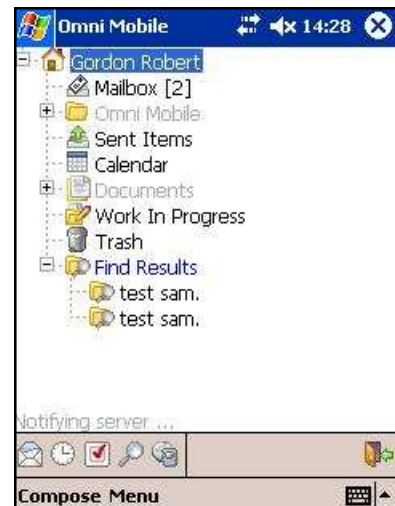
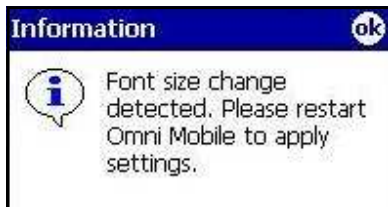
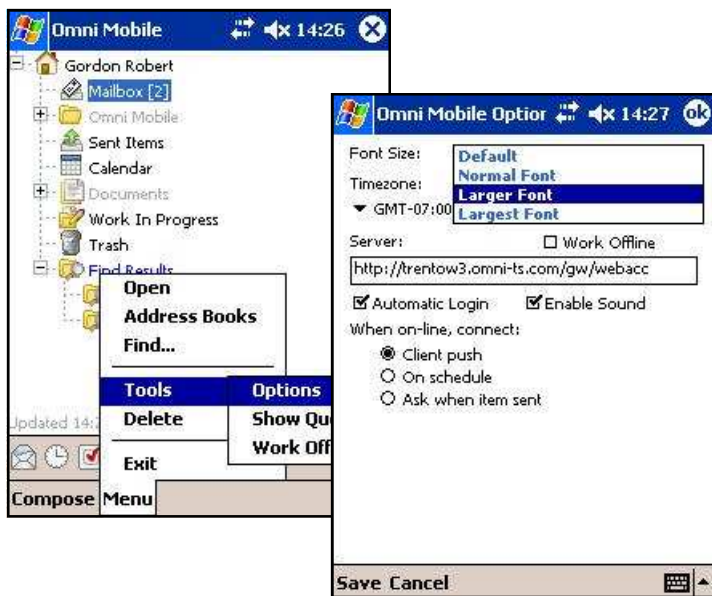
Omni Mobile will send the email or calendar item using the selected proxy user as the sender.



Change Display Font Size

You can now choose between three different display font sizes.

- From the tree view, choose **Menu** and select **Tools > Options**
- At the top of the Options window, select the desired font size.
- You will be prompted to restart the client to apply the settings



Once you restart the Omni Mobile client, you will notice a change in the display font size.