

# VERSION 22

# **RELEASE NOTES**

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# Table of Contents

Т	ABLE	OF CONTENTS	2
1.	INT	FRODUCTION	
	1.1 1.2 1.3	Document Purpose Intended Audience Project Background	
2.	WF	IAT'S NEW?	
	2.1	New Features	3
3.	DO	MAIN LEVEL FEATURES	
	3.1 3.2	Organization-wide Signatures User's Details	
4.	US	ER LEVEL FEATURES	7
	4.1 4.2 4.3 4.4	Email Tagging Email Notes Email Color Email Sharing	
5.		OPPED FEATURES	
6.	KN	OWN ISSUES, LIMITATIONS & RESTRICTIONS	

### 1. Introduction

#### **1.1 Document Purpose**

The purpose of this document is to outline the changes being introduced as part of XgenPlus Version 22. All attempts have been made in using mostly business terminology and business language while describing the releases in this document.

#### **1.2 Intended Audience**

The main intended audiences for this document are the business users and end users of the proposed system. Since the changes are documented here in Technology-independent manner, the users of the system should be able to comprehend the requirements fairly easily from this document. Please note that this document is not intended as a training module.

#### 1.3 Project Background

XGenPlus is one of the most powerful and feature-rich email solutions among its contemporaries. XgenPlus team has always attempted to introduce new and better features to XgenPlus so as to help its users to increase their productivity in an effective and efficient manner.

### 2. What's New?

XGenPlus has been equipped with many more features that will help users to utilize this product in a much more efficient and effective manner. New and friendly User Interface (UI) combined with powerful functional features is sure to surprise users and increase their productivity to many folds.

#### 2.1 New Features

Following new features have been added to XgenPlus as part of Version 22:

#### Domain level features:

- Organization-wide signatures
- User Details

#### User level features:

- Email Tagging
- Email Notes
- Email Color
- Email Sharing

# 3. Domain level Features

Features introduced on domain level have been described below in detail:

#### 3.1 Organization-wide Signatures

Server Administrator can now set signatures for each domain selectively. These signatures will help you set up organization-wide signatures/ control signatures throughout the domain. This feature gives you the required power to control the entire look and feel of the signature. A consistent organization-wide email signature design helps establish and reinforce your brand identity and is a key marketing message.

#### **Release Notes**

Server Admin can create different signatures for each domain. Click on the domain name-> options and create signatures for the selected domain. Pre-defined tags have been added to allow server administrator to define the signatures from the tags as shown in the screenshot below:

🗹 Enable Templat	e Ba	sed Sigr	nature	(	Se	t Def	ault S	Signat	ture)										
FIRST_NAME	~	Previe	W																
Insert Add. Tags FIRST_NAME MIDDLE_NAME BIRTH_DATE EMAIL_ADDRESS EMAIL_ALTERNATE COMPANY_NAME PHONE_HOME PHONE_WORK PHONE_MOBILE DESIGNATION DEPARTMENT FACE_BOOK_ID LINKEDIN_ID		ze] 💌	B	I	Ū			I		_	IE	¢	<u>A</u>	<u>&gt;</u>					
TWITTER_ID WEBSITE HOME_ADDRESS HOME_CITY HOME_COUNTRY	<b>v</b> f	ie type											 	(8	Ex JP	G, PN	NG)		

Also, the font of the signatures can be set by selecting font and font size.



Once set, the content of the signatures can be viewed along with the signature preview as shown below:

Insert Add. Tags 💉 Preview		
[Font] V [Size] B I	🎍 🗉 🖉 🚍 🚍 — 🗄 🗄 🕼 🏝 🎍	, 🍓 👱 📰 📧
Thanks & Regards, [[FIRST_NAME]] [[LAST_NAME]]	http://10.11.13.138/TyHtmMailPreview.	.jsp 👝 💷 🗶
[[DESIGNATION]]	http://10.11.13.138/TyHtmMailPreview.jsp	
[[COMPANY_NAME]] Email: [[EMAIL_ADDRESS]] Ph.# [[PHONE_WORK]]	Signature Preview Thanks & Regards, Shelza Goel Business Analyst Data Infosys Limited Email: shelza@shiv.dil.in Ph.# 91-141-2554970 Close	

These signatures will be automatically sent in all the new, replied and forwarded emails as shown in the screenshot below:

#### **Release Notes**

Main	Inbox	Search		Com	pose .	• C	ontacts	5	Ta	sk		alend	lar		'iew							_
Sub:None	iub:None Re:XGen Plus - New Version 🔀																					
From:	om: shelza@shiv.dil.in 💽 🔄 Send Recent Contacts Group Mail Attach Add Storage Link																					
То															S	now I	Bcc	Attachm	nents:	: 00	<u>^</u>	l
Cc																						
Subject:												_				_			1		<u>×</u>	
[Font]	~	[Size] 💌	B	I	U	≣ ≣	≣		—	扫	Ξ	€∎	ŧ.	Δ	<u></u>	۹	ً≁	<b>III I</b>				
																						1
																						l
	& Regards																					
Shelza (	Goel 5 Analyst -																					l
	osys Limit	ed																				l
Email: s	helza@shiv	/.dil.in																				
Ph.# 91	-141-2554	970																				

Domain administrators can also set the signatures for their domains, or select the default signatures set by Server admin. Domain admin can force these signatures to all the domain users by forcing the update for all existing users as well and can also set the signatures only for a few selected users.

Once the signature has been selected for users, they will not be able to modify it from their settings as shown in the screenshot below:

SETTINGS	Configure IMAP / POP	Preview VCard						
Personal	Details							
▶ Change P	Change Password							
Default S	ettings							
Security								
Addresse	5							
Antispam								
Encryptio	Encryption							
► Enable PC	Enable POP/IMAP							
▶ Signature	•							
Thanks & Re Shelza Goel Business An Data Infosy Email: shelz Ph.# 91-143	alyst s Limited a@shiv.dil.in							
▶ Vacation	▶ Vacation Mail							
Import M	ails							

#### **Release Notes**

Benefits of Organization-wide Signatures:

- 1) By reminding the recipient of your organization, job title, phone number and website, organization-wide email signature quickly establishes your identity and provides helpful context
- 2) Organization-wide email signature serves as an "electronic business card" or a tiny online advertisement that lets you reinforce a marketing message

*Scenario*: If your organization has 30 employees, each of whom sends 15 emails daily outside the organization, then (assuming 250 business days) that's 112,500 business cards or ads distributed annually, at no cost. If you have 100 employees, that's 375,000 cards or ads annually.

#### 3.2 User's Details

User profile page has been re-designed to add user's work and home. The fields that have been added new in the profile have been given below below:

Area	New Fields
Work	Company, Address, City, State, Country, Pin code, Phone,
	Fax, Department, Designation, Website, Photograph,
	Facebook Id, LinkedIn Id, Twitter Id
Home	Address, City, State, Country, Pin code, Resident Phone

#### The screenshot for the same has been shown below:

Work		- 77	
Address	Station Road, Durgapura	Company	Data Infosys Limited
City	Jaipur	Country	India 💌
State	Rajasthan		
Phone	91-141-2554970	Pin Code	302018
Fax		Department	Software
Facebook ID		Designation	Business Analyst
Linkedin ID		Photograph	Upload a file
Twitter ID		Website	http://datainfosys.net/
Home			
Address		City	jaipur
State	Rajasthan	Country	India 💌
Pin Code	302021	Resident Phone	
	Sa	ve Reset Delete	

#### **Benefits of User Details:**

- 1) Capturing user details on Domain level helps maintain user data in an organized manner
- 2) Captured User Details also help create user's organization-wide signature

# 4. User level Features

Features introduced on user-level have been described below in detail:

#### 4.1 Email Tagging

Now you can add tags to your emails. Tagging of emails provides you superior alternative to complex folders and sub-folders. All you have to do is tag your emails with keywords that will allow it to be found easily. Tagging helps keep your team on the same page.

Tags can be added by clicking on '+Tag' link given on the bottom left corner of the email as shown in the screenshot below:

_from [obss [1-100]	AND THE PARTY OF T	···· Etteaters
Have Ba - Releast Fidder	. Print	
From Add To Addrepationk	A stanifiar Support   Refe 28 Ney 2511 11(1)/8 ave Matter (981388)	
To Add To Address Look.	2. shelpettativ.dl.n	
Subject	XGen Plus - New Version	
Dear All		
User Interface (UI) char	AIR (Automated Inwad Routing), TBMS (Trackable bulk Management System) a nges. en brought forward so as to make your journey with XGen more fruitful and enj	100
Wishing you all Happy $\times$	Geningititt	
Thanks, xGen Plus Team		
-		
New Version		

Tagging will help you search the tagged email from the number of emails in your mailbox; screenshot for the same is shown below:

	Main Inbox Search Compose 👍 Contacts Task Calendar View							
ADVANCE SEARCH								
▶ Search Criteria :								
Search in: All Folders	Size is:	= 💌 (in KB)						
From:	To:							
Subject:	Message:							
Attachment Name :	Attachment Type:							
Search in Attachment:	Search in Mail:	Read Unread						
Search by Tag: new version	Search by Color Code:	No Color 🗸						
From Date 10 💌 5 💌 2011 🖤 (dd/mm/yyyy) To Date 4 💌 4 💌 2012 🖤 (dd/mm/yyyy)								
Search								

#### Benefits of Email Tagging:

- 1) Email Tagging allows better management of emails
- 2) Email Tagging allows easy search of emails

*Scenario*: You need to search for a particular email on an urgent basis from your inbox. You do not remember the exact timings or the subject of the email. In this case, you may take some time to get to the actual email. But if the same email is tagged with appropriate tags, your filter results will be much more specific and you will be able to search the email in a much lesser time.

#### 4.2 Email Notes

Now users can also add notes to their emails. The benefit of adding notes is that the notes added on shared emails will also be visible to others. Not just this, others can also add notes to your emails. Thus, internal email flow can be easily reduced by even 50% through notes.

Notes can be added by clicking on 'Notes' link present on the right bottom side of the email as shown in the screenshot below:

Main Inbox Sear	ch Compose 🖕 Contacts Task Calendar View	
EgFrom Inbox [1 - 100]		← → □Headers
Move To : Select Folder	Print Reply ReplyAll Forward Delete Block Int	eraction View Original
From Add To AddressBook	🔈 XGenPlus Support)   Date 25 May 2011 11:11:59 am MailId: [9913	345]
To Add To AddressBook	🌲 shelza@shiv.dil.in)	
Subject	XGen Plus - New Version	
changes including XGen User Interface (UI) char	en brought forward so as to make your journey with XGen r	nagement System) along with minor
Do not Remove: [HID]20110624113845970[HID]		XGen Plus - New Versio X Announcement of new version of XgenPlus (Version 21)
+ Tag : NEW VERSION		📴 Notes

Notes added by others will also be visible in the same Notes window as shown in the screenshot below:

Main Inbox Sea	ch Compose 🌵 Contacts Task Calendar Vie	w
EFrom Inbox [1 - 100]		↔ → □ Headers
Move To : Select Folder	Print Reply ReplyAll Forward Delete Block	Interaction View Original
From Add To AddressBook	SGenPlus Support   Date 25 May 2011 11:11:59 am MailId : [99	1345]
To Add To AddressBook	🚴 shelza@shiv.dil.in	XGen Plus - New Versio X
Subject	XGen Plus - New Version	shelza : Announcement of new version of
Dear All		XgenPlus (Version 21) 1 day ago
changes including XGen User Interface (UI) char	e the launch of new version of XGen Plus. The new vers AIR (Automated Inwad Routing), TBMS (Trackable Bulk N iges. en brought forward so as to make your journey with XGe	for this release about 1 second ago shelza : Set Release date is 15 April 2012
Wishing you all Happy X	Gening!!!!!	
Thanks, XGen Plus Team		<u>e</u>
		× 0
+ Tag   NEW VERSION		Notes   Set Color

Benefits of Email Notes:

- 1) Email Notes allows you to add notes to emails which are visible to all users across the domain
- 2) Email Notes reduce internal mail flow between users

**Scenario**: You are the team lead for Support Team. You have got an email on Support email Id about which you have some information to help resolve the issue. Instead of forwarding the email again to the support agent with the information, just add the information to the notes of the email. Support Agent will be automatically able to view the notes added by you.

#### 4.3 Email Color

Now users can also set different colors for different emails based on 'From-id', 'To-id' or 'Subject'. Email color not only helps differentiate the emails present in the inbox but also help you search a particular email on the basis of color code. Email coloring also helps you organize your inbox in a much better way.

Colors can be set from 'Filters' tab as shown in the screenshot below:

Main Inbox Search Compose 🖕 Co	ntacts Task Calendar		
FILTERS			Advance Forwarding
Block	<u> </u>	Rules	
Rule To contains	Message		
Action Choose Option	Save		
RULES	ACTIONS		Delete
🔲 From contains shelza@dil.in	Set Color 📒		
Subject line contains XgenPlus	Set Color 💻		
🔲 To contains basheeras@dil.in	Set Color 💻		

#### Emails can be differentiated in inbox on the basis of set colors as shown in the screenshot below:

Main Inbox Search Compose 🖕 Contacts Task Calendar View			
Click on [+] icon to add the mail(s) in shortcuts.			
Check Mail No New Mail Found Show Interaction	Quick	View 🗌	
MoveTo Select Folder 💌 Bloc <u>k</u> Forward Man <u>y D</u> elete <u>U</u> n/Read	1	L-100 💌	
Erom Subject	<u>Date</u>	<u>Size</u>	
Shelza Goel [+] XgenPlus Version 22 - Release Date	10:41 am	1k	
Shelza Goel [+] Announcement email for xgenplus 10:40 am		1k	
GenPlus Support [+] XGen Plus - New Version		2k	

You can also search the emails on the basis of color as shown in the screenshot below:

#### **Release Notes**

Main Inbox Search Compose 🐥 Contacts Task Calendar View					
ADVANCE SEARCH					
▶ Search Criteria :					
Search in: All Folders	Size is: = 💌 (in KB)				
From:	То:				
Subject:	Message:				
Attachment Name :	Attachment Type:				
Search in Attachment:	Search in Mail: 🔲 Read 🔲 Unread				
Search by Tag:	Search by Color Code: No Color 🔹				
From Date 29 💌 3 💌 2012 💌 (dd/mm/yyyy)	To Date 5 V KOOBFFF				
	Search #DA70D6 #FF9900				
	#FFDAB9				

#### Benefits of Email Color:

- 1) Email Color allows better organization of emails in your Inbox
- 2) Email Color allows you to differentiate between emails. E.g.: differentiate between the messages sent by spouse/boss/important clients

**Scenario**: You are a Project Manager with a team of 25 people working under you. You are copied in almost every email received/sent for your project, thus add almost 100 emails every hour to your inbox. In such a case, you may not be able to track the important emails and require action from you. But if you have set the color for all emails with 'To' as your email Id, then you will be able to track the actionable emails very easily in your inbox.

#### 4.4 Email Sharing

Now you can share your email with single/multiple users or with all the users of the domain at one go. Email sharing reduces your internal domain traffic. Instead of sharing the whole folder, it allows you to share single email with other users. Not just this, you can also control the Delete/Reply/Forward rights for the shared email.

Emails can be shared by clicking on 'Share' link appearing on the right bottom side of the email as shown in the screenshot below:

**Release Notes** 

⊠From Inbox [1 - 100]	♦ → □ Headers		
Move To : Select Folder	Print Reply ReplyAll Forward Delete Block Interaction View Original		
From Add To AddressBook	& XGenPlus Support   Date 25 May 2011 11:11:59 am MailId: [991345]		
To Add To AddressBook	la shelza@shiv.dil.in		
Subject	XGen Plus - New Version		
Dear All	Dear All		
I am pleased to announce the launch of new version of XGen Plus. The new version intoduces some major functionality changes including XGen AIR (Automated Inwad Routing), TBMS (Trackable Bulk Management System) along with minor User Interface (UI) changes.			
The new version has been brought forward so as to make your journey with XGen more fruitful and enjoyable.			
Wishing you all Happy X	Wishing you all Happy XGening!!!!!		
Thanks, XGen Plus Team			
Do not Remove: [HID]20110524113845979[-HID]			
+ Tag: NEW VERSION	Share Notes   Set Color		

Once you click on 'Share', a new window will open which will allow you to share email with all or selected users. It will also allow you to set the Delete/Reply/Forward permissions for the shared emails as shown in the screenshot below:

From Inbox [	1 - 100]	🔶 🏓 🗌 Headers		
Move To : Select Folder 💌 Print Reply ReplyAll Forward Delete Block Interaction View Original				
From Add To Add	ressBook 🕼 XGenPlus Support   Date 25 May 2011 11:11:59 am MailId: [991345]			
To Add To Addre	XGen Plus - New Version	×		
Dear All	People with whom you are about to share this email, will have access to this email under category "Shared by Others" and you may also provide following rights. People will also be able to read Notes and write their own for this email.			
I am pleased t changes incluc	Share with all users O Share with user 💿 bhavana goswami bhavana@shiv.dil.in>,	functionality g with minor		
User Interface The new versi Wishing you a Thanks, XGen Plus Tea	Allow "Delete" permission Allow "Reply" permission Allow "Forward" permission Mark Shared	ble.		
Do not Remove: + Tag : NEW VERS	ION Share	Notes   Set Color		

Shared emails (the ones shared by you and the ones shared with you) can be viewed through 'Shared by Me' and 'Shared by Other' categories as shown in the screenshot below:

FOLDERS CATEGORY	Main Inbox Search Compose	🖕 Contacts Task Calendar View	
	Click on [+] icon to add the mail(s) in shortcuts.		
Category °	CATEGORY: Shared by Me	<u>S</u> how Interaction	
😂 All New Mails	MoveTo Select Folder 💌 🛛 🛛 Block	Forward Man <b>y D</b> elete Un/Read	
🖻 Read Mails		Subject	
📫 Forwarded Mails			
🗟 Replied Mails	(Inbox) XGenPlus Support	[+] XGen Plus - New Version	
👼 High Priority			
😰 Today's Mail			
🛍 Yesterday's Mail			
💷 Scheduled Mail			
🐨 Reply Awaited			
🥰 sms			
👼 Ғах			
0 Attachment			
0 Quarantine Mail			
🥈 Picture Gallery			
🚵 Shared by Me(1)			
蠽 Shared by Other(3)			

#### Benefits of Email Sharing:

- 1) Email Sharing reduces your internal email flow to a large extent.
- 2) Email Sharing reduces the space utilization of your and others' mailbox.
- 3) Email Sharing allows proper distribution of emails (and work) among the team.

**Scenario**: You are Support Team Manager with 10 people working under you. You get a support request in your mailbox which you need to forward to the concerned support agent. Instead of forwarding the email, you can simply share the email with the concerned person and get the status update for the same from added email notes.

### 5. Dropped features

None

# 6. Known Issues, Limitations & Restrictions

None