



# What's New

Fabasoft Private Cloud

Copyright © Fabasoft R&D GmbH, Linz, Austria, 2022.

All rights reserved. All hardware and software names used are registered trade names and/or registered trademarks of the respective manufacturers.

No rights to our software or our professional services, or results of our professional services, or other protected rights can be based on the handing over and presentation of these documents.

# Contents

<b>1 Fabasoft Private Cloud 2022 June Release</b>	<b>6</b>
1.1 Users	6
1.1.1 Collections for Templates and Presettings	6
1.1.2 Common Improvements	6
1.2 Process and Form Designers	6
1.3 Administrators	7
<b>2 Fabasoft Private Cloud 2022 April Release</b>	<b>7</b>
2.1 Users	7
2.1.1 Scene Graph in the 3D Viewer	7
2.1.2 Multilingual Text Modules	7
2.1.3 Common Improvements	8
2.2 Process and Form Designers	8
2.3 Administrators	9
<b>3 Fabasoft Private Cloud 2022 February Release</b>	<b>9</b>
3.1 Users	9
3.1.1 Common Improvements	9
3.2 Process and Form Designers	9
3.2.1 Common Improvements	9
3.3 Administrators	10
3.3.1 Installing the Fabasoft Cloud Client via the Microsoft Software Center	10
3.3.2 Common Improvements	10
<b>4 Fabasoft Private Cloud 2021 December Release</b>	<b>10</b>
4.1 Users	10
4.1.1 Insight Apps	10
4.1.2 3D Objects and 3D Viewer	11
4.1.3 Saved Search Queries	12
4.1.4 Handling Processes Together	13
4.1.5 Common Improvements	14
4.2 Process and Form Designers	14
4.2.1 Code Editor for Conditions in BPMN Process Diagrams	14
4.2.2 Common Improvements	14
4.3 Administrators	15

4.3.1 Change Organization .....	15
4.3.2 Settings for Login Session .....	15
4.3.3 Common Improvements.....	15
<b>5 Fabasoft Private Cloud 2021 September Release _____</b>	<b>16</b>
5.1 Users .....	16
5.2 Process and Form Designers .....	16
5.3 Administrators .....	17
<b>6 Fabasoft Private Cloud 2021 July Release _____</b>	<b>17</b>
6.1 Users .....	17
6.1.1 Fabasoft Xtechwriter .....	17
6.1.2 Digital Signature .....	18
6.1.3 Integration in Microsoft Office.....	19
6.1.4 Search Portal .....	20
6.1.5 Common Improvements.....	20
6.2 Process and Form Designers .....	21
6.3 Administrators .....	21
<b>7 Fabasoft Private Cloud 2021 April Release _____</b>	<b>21</b>
7.1 Users .....	21
7.1.1 The New Create Dialog.....	21
7.1.2 Sending Meeting Invitations Directly.....	22
7.1.3 Transferring Teamrooms .....	23
7.1.4 Digitally Signing Documents.....	23
7.1.5 Common Improvements.....	23
7.2 Process and Form Designers .....	24
7.3 Administrators .....	24
7.4 Discontinuation.....	24
<b>8 Fabasoft Private Cloud 2021 February Release _____</b>	<b>24</b>
8.1 Users .....	24
8.1.1 Change and Asset Management.....	25
8.1.2 Common Improvements.....	25
8.2 Process and Form Designers .....	25
8.3 Administrators .....	26
8.3.1 Holiday Tables .....	26
8.3.2 Organization Management.....	26



# 1 Fabasoft Private Cloud 2022 June Release

Find out more about new features and improvements in the Fabasoft Cloud.

## 1.1 Users

As an end user you can expect the following new features.

### 1.1.1 Collections for Templates and Presettings

To simplify the management of templates and presettings, templates, text modules, insight apps, forms, categories, processes and presettings can be managed together in a "Collection for Templates and Presettings". Separate areas are available in the collection for this purpose.

Thus, templates and presettings of a use case can be combined and you only have to assign access rights once.

Users with the "Full Control" or "Change Access" roles are no longer implicitly offered the templates for use. In order to use the templates, the "User" role is also required.

Users with the "Read Access" role can only use templates and presettings if they are explicitly referenced, for example, in the context of an app room. Thus, templates can be centrally managed in the collection but they are not generally offered.

### 1.1.2 Common Improvements

- In the settings of Teamrooms, on the "Content Settings" tab, in the *Remove PDF Document Restrictions on Upload* field, you can specify whether to remove the PDF document restrictions when uploading PDF documents. A possibly defined password to open the document will not be removed.
- The element selected in the tree view of the 3D viewer is highlighted in the 3D view for better orientation.
- For activities and activity definitions, the associated work items are displayed in the properties and in the info box. For each work item, the following additional information is displayed if it applies:
  - Multiple
  - Must Be Executed
  - Completes Activity
  - Conditionally Visible
  - With Precondition
  - Executed by (for activity instances)
  - Started or Completed (for activity instances; process administrators additionally see the time)
- When you define a Teamroom as a template, the objects defined in the Teamroom's templates and presettings are copied to the Teamroom instance as shortcuts.

## 1.2 Process and Form Designers

As a process or form designer you can expect the following new features.

- In a template and presetting collection, forms from other collections can be inserted as a shortcut to be used in a form, for example, as a base form.
- If a follow-up activity (e.g. "Deny Approval") is inserted programmatically for grouped activities, the follow-up activities are also grouped.

## 1.3 Administrators

As an administrator you can expect the following new features.

- The contact management provides a web service to create, update and delete contacts. You can find more information here:  
<https://help.privatecloud.fabasoft.com/index.php?topic=doc/Fabasoft-Cloud-Web-Services/contact-management.htm>

## 2 Fabasoft Private Cloud 2022 April Release

Find out more about new features and improvements in the Fabasoft Private Cloud.

### 2.1 Users

As an end user you can expect the following new features.

#### 2.1.1 Scene Graph in the 3D Viewer

The integrated 3D viewer, which must be licensed separately, now also offers the option of displaying the scene graph of the displayed 3D model. A scene graph is an object-oriented data structure that describes the logical or spatial arrangement of the three-dimensional object to be displayed.

#### CAD Object

To be able to store 3D models in the Fabasoft Private Cloud, the "CAD Object" object class is available. Using the "View in 3D Viewer" action, you can display the 3D model in the integrated 3D viewer.

#### 3D Viewer

The integrated 3D viewer allows you to view 3D models interactively in an overlay. You can rotate, zoom and position the 3D model using the keyboard and mouse.

You can show or hide the tree view using the corresponding button. The individual elements/element groups can be shown or hidden via the respective check boxes.

In addition, it is possible to hide the navigation cube.

#### 2.1.2 Multilingual Text Modules

Further text modules can be assigned to a text module as translations. To create a translation for a text module, the "Create Translation" action is available. If translations already exist, the "Translations" action can be used to navigate to the corresponding text modules or to create a new translation.

Translations receive, among other things, the text module category and settings for usage from the text module of the main language.

Each translation must be released before it can be used. When you release a text module with translations, a dialog will inform you about unreleased translations. You can release all translations at the same time.

### 2.1.3 Common Improvements

- In the search portal, the "Insight Apps" tab shows all released insight apps from app configurations, app rooms, Teamrooms and insight app collections to which you have been granted permission.
- In Xtech documents, fields of the document's file can be inserted. In Xeditor text modules and Xtech document templates, the usability can be restricted to files.
- In the Xeditor, you can insert images into an Xtech document via the "Fabasoft Private Cloud" > "Insert Image" toolbar.
- Objects in unsorted lists can be moved not only by drag-and-drop but also with the context menu commands "Move" > "Prepare for Moving" and "Move" > "Move Before" or "Move After". Thus, the move functionality can also be used via keyboard operation.
- The background tasks of objects are displayed on the "Background Tasks" tab. Whether background tasks that have already been processed are displayed depends on the action. When defining background tasks you can override the default setting of the action using the *Remove Processed Entries From the List of Background Tasks* field.
- Notifications for "Templates and Presettings" and included collections are disabled by default.
- When duplicating an inbox, the rules are copied as well.
- In Teamrooms, thesauri for keywording can be defined under "Templates and Preferences".
- When using the "Increase Contrast" accessibility setting, read-only cells are additionally marked with dashed boundary lines in the detail view when table editing is enabled.
- Working with encrypted Teamrooms is now also possible without an installed Fabasoft Cloud Client, so documents can be uploaded or downloaded. The encrypted preview images and documents are also displayed.  
There are the following restrictions for working without the Fabasoft Cloud Client:
  - The document size is limited to 100 MB.
  - A maximum of 5 files can be downloaded at the same time.

## 2.2 Process and Form Designers

As a process or form designer you can expect the following new features.

- The new workflow activity "Forward for Review" (only available in BPMN processes) allows a document to be forwarded for review.
- The `keeporiginaldiagramversion` process parameter can be used to specify whether the at the start of the process released versions of subprocesses are retained. This way, re-releasing subprocesses does not affect processes that are already running:  

```
process.SetProcessParameter("keeporiginaldiagramversion", true);
```
- For organizational units, external organizations and teams, the "Notification Settings" tab can be used to define the workflow event settings valid for the corresponding group. The notifications will be sent to the first e-mail address specified in the *E-Mail Addresses* field on the "Address"



tab. Thus, not all members of the group are notified anymore, but only the defined e-mail address.

## 2.3 Administrators

As an administrator you can expect the following new features.

- The organization policy *Open Content via a Network Drive (WebDAV)* defines who is allowed to access your organization's content via a network drive (WebDAV). If access is not allowed, the common WebDAV clients are blocked.
- Separate, much smaller MSI packages without Webview2 runtime are available for the Fabasoft Cloud Client and Fabasoft Cloud Enterprise Client (`CloudClient-Win11.msi` and `CloudClientEnterprise-Win11.msi`). These can be used on Windows 11 systems, since the Webview2 runtime is an integral part of the operating system. The MSI packages can also be used on Windows 10 systems if it is ensured that the Webview2 runtime is installed.

## 3 Fabasoft Private Cloud 2022 February Release

Find out more about new features and improvements in the Fabasoft Private Cloud.

### 3.1 Users

As an end user you can expect the following new features.

#### 3.1.1 Common Improvements

- Accessibility support is now available for pie, line, area, column, and bar charts included in the document view.
- If an object is locked and you open the property editor in read-mode, you can find out if the object is still locked by clicking the "Show Locking Information" button.
- The input folder rule "Assign (asynchronous)" provides two additional options to start a new BPMN process either on the target object or the target object's file.
- The log-in page no longer displays any messages regarding the installation or update of the Fabasoft Cloud Client. If your web browser is not optimally configured for using the Fabasoft Private Cloud, this is indicated by a warning symbol (web browser status) in the web client header.

### 3.2 Process and Form Designers

As a process or form designer you can expect the following new features.

#### 3.2.1 Common Improvements

If an activity such as "Approve", "Release" or "Review" is denied, activities are not executed if they belong to the same multi-instance task. The default behavior can be changed by the process

```
parameter keepactivitiesstarted:  
process.SetProcessParameter("keepactivitiesstarted", true);
```

## 3.3 Administrators

As an administrator you can expect the following new features.

### 3.3.1 Installing the Fabasoft Cloud Client via the Microsoft Software Center

A link to the Fabasoft Cloud Client in your Microsoft Software Center can be defined in the organizational policies on the “Fabasoft Cloud Client” tab. You can find the corresponding link by navigating to the Fabasoft Cloud Client in the software center and clicking on the “Share” button at the top right.

**Note:** The link to the Fabasoft Cloud Client in the software center must be updated after each update.

Organization members who want to install the Fabasoft Cloud Client via the web client will now receive the Fabasoft Cloud Client from the software center. If the software center is not available on the workstation, the Fabasoft Cloud Client can alternatively be obtained from the cloud installation. To prevent this, the option *Provide Versions From the Software Center Only* can be enabled.

### 3.3.2 Common Improvements

- There are predefined teams per license type that are updated automatically. These can be used in app configurations, for example, as the app roles often correspond to the license types.
- For external organizations, trusted networks can be specified on the “Advanced Settings” tab.

## 4 Fabasoft Private Cloud 2021 December Release

Find out more about new features and improvements in the Fabasoft Private Cloud.

### 4.1 Users

As end user you can expect the following new features.

#### 4.1.1 Insight Apps

Insight apps provide aggregated access to information in your cloud organization, customized to your needs. You can use insight apps to display and highlight important information without users having to explicitly search for it.

**Note:** Insight apps are provided by Mindbreeze InSpire. This appliance must be purchased separately.

#### Insight App Management

Insight apps can be managed at the following levels by authorized users:

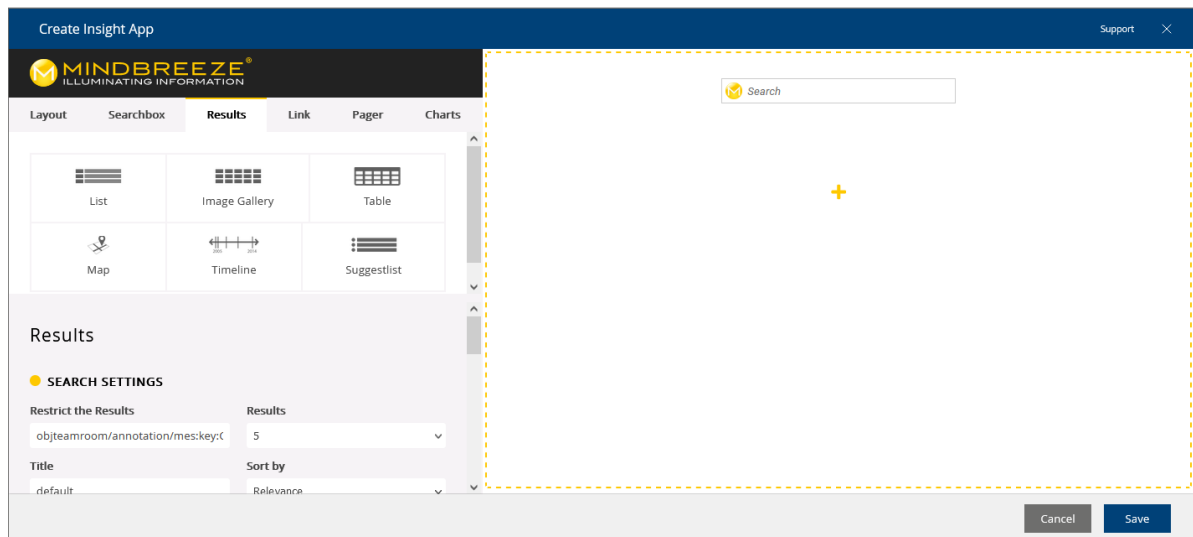
- cloud organization (“Insight App” collections)
- app configuration (“Insight Apps” widget)
- app rooms and Teamrooms (“Insight Apps” widget in “Templates and Presettings”).

The permissions assignment and releasing for usage mechanism follow the usual pattern.

**Note:** The “Define Expressions for Customizing Objects” organizational policy defines which users are generally allowed to manage insight apps.

## Insight App Designer from Mindbreeze InSpire

Use the designer to create the insight app you want. Assemble your insight app by clicking on the elements in the left pane or dragging and dropping them into the drawing area. If necessary, you can specify additional settings in the left pane. To change elements afterwards, move the mouse pointer over the element and use the “Move”, “Delete”, and “Edit” buttons.



- **Layout**  
Defines the page layout (e.g. two columns).
- **Search Box**  
Allows to perform a manual search.
- **Results**  
Shows the results according to the search settings.
- **Link**  
Allows to perform a search in an external search engine.
- **Pager**  
Defines the navigation in the search results.
- **Charts**  
Allows you to include charts.

## Using Insight Apps

Insight apps can be accessed by authorized users as follows:

- Insight apps can be placed directly on “Home” or added to “Favorites”.
- In the context of apps, insight apps are available in the "Insight Apps" widget.
- In the context of Teamrooms, the insight apps are available on a corresponding tab.

### 4.1.2 3D Objects and 3D Viewer

Manage your 3D CAD files in the Fabasoft Private Cloud and benefit from the new preview and 3D viewer functionality.

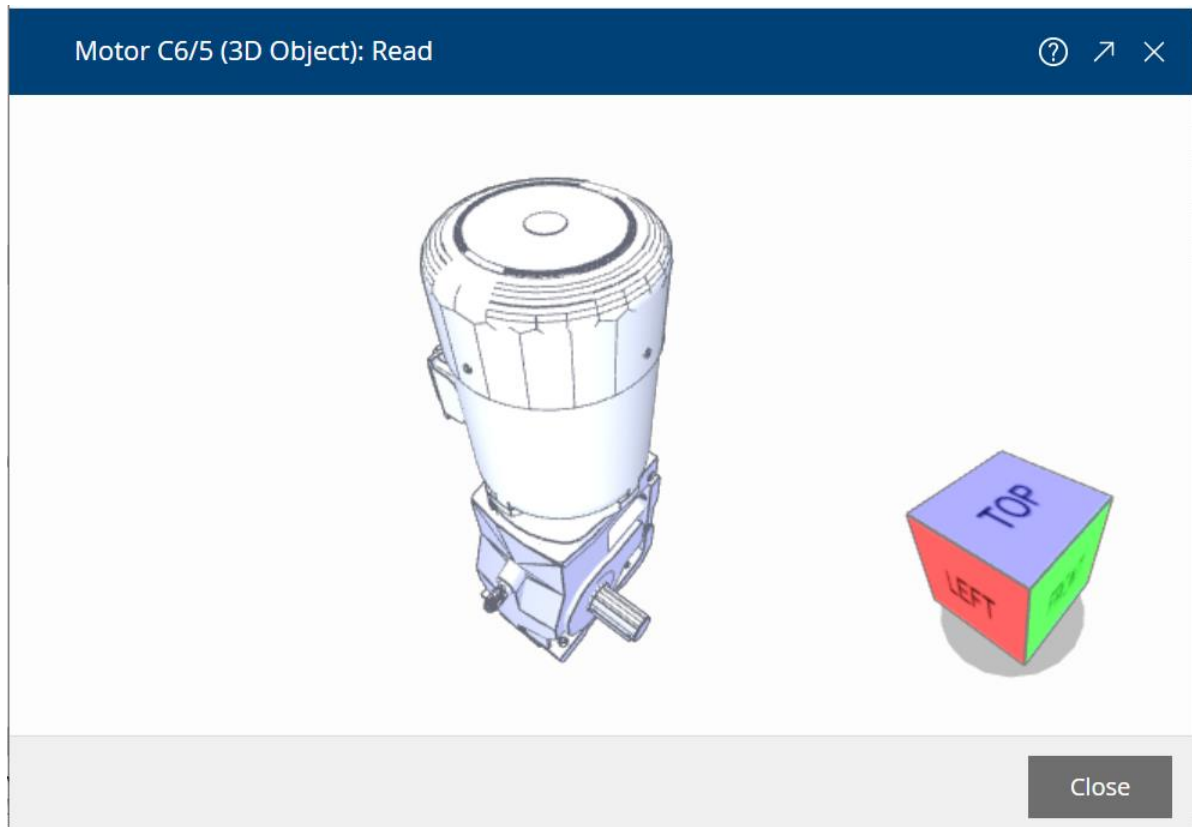
**Note:** This functionality must be licensed separately.

### 3D Object

To be able to store 3D models in the Fabasoft Private Cloud, the "3D Object" object class is available. Using the "View in 3D Viewer" action, you can display the 3D model in the integrated 3D viewer.

### 3D Viewer

The integrated 3D viewer allows you to view 3D models interactively in an overlay. You can zoom, rotate and position the 3D model using the keyboard and mouse.



#### 4.1.3 Saved Search Queries

The search portal now offers the possibility to save frequently used search queries.

- The "Save Search Query" action allows you to save the search term and the currently selected search criteria under a freely selectable name.
- The "Saved Queries" > "<name>" action allows you to execute a saved search query. The last five search queries or the last five favorite search queries are displayed.
- The "Saved Queries" > "Further Search Queries" action allows you to view a list of all search queries. By clicking on a search query, it will be executed. In addition, you can rename, delete and mark search queries as favorite via the context menu.

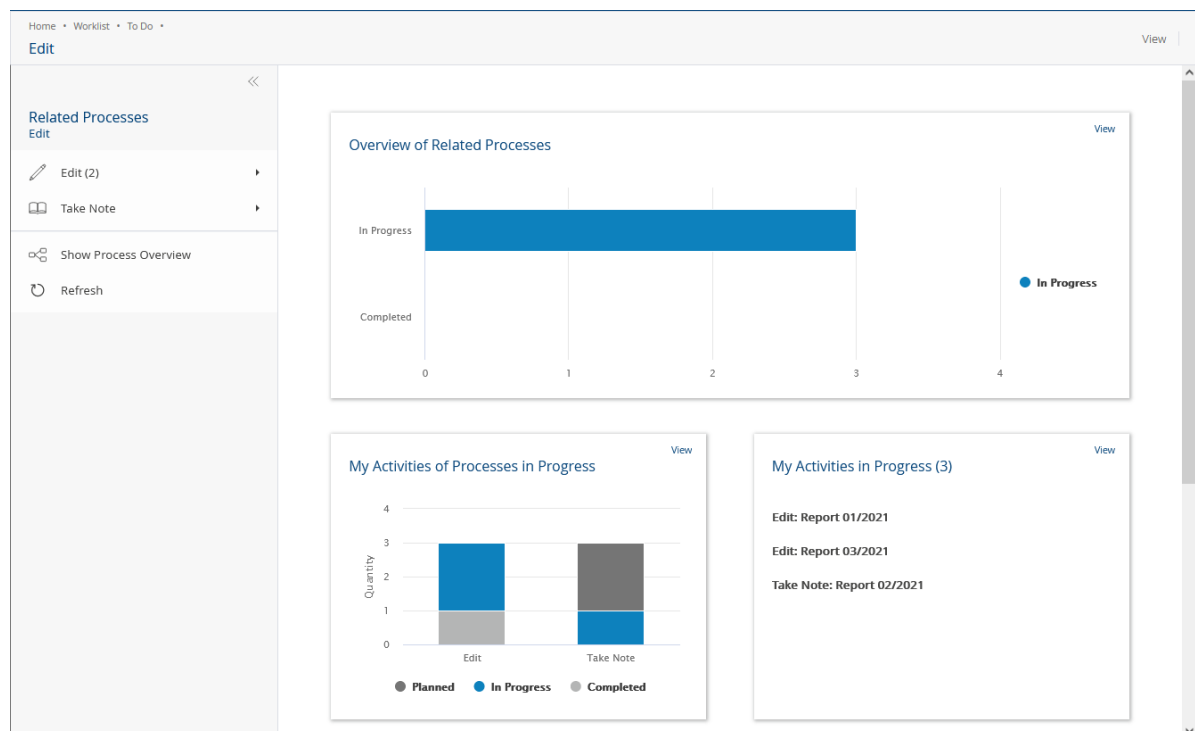
#### 4.1.4 Handling Processes Together

When processes are started together, the same activities that a user needs to execute are shown grouped together in the worklist. The number of identical activities currently in the worklist is displayed in parentheses after the name of the grouped activity. Executing a work step (for example, "Approve") affects all current activities in a grouped activity.

**Note:** For example, you can start processes together by selecting multiple objects, executing the "Tools" > "Start New Process" context menu command and clicking the "Process Together" button in the following dialog.

#### Summary Dashboard

Clicking on a grouped activity takes you to the overview dashboard. Which processes are displayed depends on your access rights.



- **Overview of Related Processes**  
Shows the processes in progress and the completed processes.
- **My Activities of Processes in Progress**  
Shows the activities of the current user (planned, in progress, completed) of the processes in progress.
- **My Activities in Progress**  
Shows the activities in progress of the current user of the related processes. Thus, you can also process the activities of the grouped activity individually.
- **All Activities in Progress**  
Shows all activities in progress of all process participants of the related processes.

Via the "Show Process Overview" action, you can display all related processes among each other as individual process diagrams.

### 4.1.5 Common Improvements

- In the property editor, the “Edit” button is not displayed if the object is already locked.
- Time intervals (e.g. for follow-ups) can now be managed in the presettings of app configurations, app rooms, and Teamrooms and in presetting collections.  
**Note:** Existing time intervals that are not assigned to a context can be stored in the desired context via “Add Entry” > “Search”. If necessary, the time interval must be released for usage.
- Time travel can be used to restore document structures and contents of Xtech documents.
- When searching, you can generically select “E-Mail” to find all types of e-mails (Microsoft Outlook, MIME).
- When evaluating the app room settings, the app room hierarchy is considered in addition to the configuration.
- For contact management organizations, the *Further Information* and *Name (Extended)* fields are available. When importing or exporting multi-value fields (e.g. `nameorgext`), a carriage return (CR LF) is used as separator.
- For templates, a condition can be defined in the *Additional Restrictions* field that determines whether the template is offered for selection in the create dialog.
- For non-personal follow-ups, substitutes and successors will be considered.
- In app configurations or rooms, for default categories and processes it can be additionally specified whether the settings apply to instances, templates, or both. Default processes can be set based on object classes or categories.
- Templates and presettings defined in customizing collections can be used directly in other customizing collections without having to reference them in the customizing configuration beforehand.
- The Fabasoft Cloud Client supports the high-contrast mode.
- If an error occurs when the Fabasoft Cloud Client retrieves a proxy script, this is logged in the event log.

## 4.2 Process and Form Designers

As process or form designer you can expect the following new features.

### 4.2.1 Code Editor for Conditions in BPMN Process Diagrams

When initially defining a condition, you can decide whether you want to define the condition using the condition editor (graphical user interface with predefined properties) or the code editor (app.ducx expression). Subsequent changes will open the corresponding editor directly.

**Note:** You can switch from the condition editor to the code editor using the “Open Code Editor” button. In doing so, the condition is taken over, but must be manually converted into a valid app.ducx expression.

### 4.2.2 Common Improvements

- If an activity such as "Approve", "Release" or "Review" is denied, activities are also not executed in BPMN processes if they belong to the same multi-instance task.
- The new activity “Forward for Editing” is available in BPMN process diagrams.

## 4.3 Administrators

As administrator you can expect the following new features.

### 4.3.1 Change Organization

To facilitate the migration of app configurations, app rooms, Teamrooms and inboxes from one organization to another (“Tools” > “Change Organization” context menu command), this is now also possible under the following conditions:

- App configurations, app rooms, Teamrooms with forms, processes or with objects with running processes  
The current user must be allowed to manage forms or processes in the target organization.
- App configurations, app rooms, Teamrooms with objects that have a category assigned  
The category must either be defined in the corresponding context or already assigned to the target organization.
- Inboxes with rules  
The current user must be allowed to manage inboxes in the target organization.

### 4.3.2 Settings for Login Session

In the organization policies, on the “Authentication” tab, you can specify the settings for the login session.

- *Validity Period*  
Defines the maximum validity period of a login session. You can choose a value between 2 hours and 3 days. The default value is currently 16 hours.
- *Validity Period in Case of Inactivity*  
Defines the maximum validity period of a login session when the user is inactive. You can choose a value between 15 minutes and 4 hours. The default value is currently 2 hours.
- *Value for SameSite Attribute of Session Cookie*  
Defines the value of the SameSite attribute of the web browser cookie used for the login session. You can use the “Strict” or “Lax” value to reduce the risk of cross-site request forgery (CSRF). However, these values limit usability and may require users to log in more frequently. The default value is “Lax”.  
**Note:** The integration for Microsoft Teams and the task pane integration for Microsoft Office for the Web can only be used with the “None” value.

### 4.3.3 Common Improvements

- When changing the primary e-mail address of users, the old e-mail address is no longer additionally stored in the list of e-mail addresses.
- CMIS integration (for developers)
  - The references `FSCCMIS@1.1001:addchildattr` and `FSCCMIS@1.1001:addcontentattr` have been changed to `FSCCMIS@1.1001:childattr` and `FSCCMIS@1.1001:contentattr` respectively (aliases are available).
  - The properties `FSCCMIS@1.1001:getchildrenexpr` and `FSCCMIS@1.1001:getcontentexpr` are obsolete and are no longer evaluated. The properties `FSCCMIS@1.1001:contentattr` and `FSCCMIS@1.1001:childattr` can be used instead.

- The properties `FSCCMIS@1.1001:documentmapping` and `FSCCMIS@1.1001:foldermapping` of the CMIS configuration no longer extend the property `FSCOWS@1.1001:webfolderincludedclasses` of the web service configuration but overwrite it. When reading/writing using CMIS calls, the properties from the CMIS configuration are used per object class. If an object class has no mapping in the CMIS configuration, the web service configuration is used.

## 5 Fabasoft Private Cloud 2021 September Release

Find out more about new features and improvements in the Fabasoft Private Cloud.

### 5.1 Users

As end user you can expect the following new features.

- For Teamrooms, app rooms and app configurations a *Main Administrator* can be defined who will receive the automatically generated e-mail messages in the corresponding context. Otherwise, all administrators receive the e-mail messages. The user is also listed as contact in case of missing permissions.
- If the usability of text modules is restricted to files via a base form category, the text modules are also available for files that have been assigned a derived form category.
- In the Cloud folder, the PDF representation for "Search" is no longer displayed.
- The operator selection in a metadata search is always included in the tab order, regardless of the basic setting *Include All Fields in Tab Order*.
- The names of the dashboards are changed accordingly when the language is changed.
- When inserting a signature area, it can be explicitly assigned to a signer. Thus, signers can jump directly to the corresponding signature area. In addition, a stamp can also be selected that is to be displayed with the signature.

### 5.2 Process and Form Designers

As process or form designer you can expect the following new features.

- The "Release for Usage" activity (only available in BPMN processes) allows a template, form, etc. to be released for usage. In addition, a corresponding signature is applied.
- Using the "Show Overview of app.ducx Expressions" context menu command, you get an overview of all app.ducx expressions defined in a BPMN process and, if applicable, in the subprocesses. This facilitates troubleshooting in particular.
- In order to easily translate the multilingual strings of your processes, forms and other customizing objects, they can be exported collectively as a CSV file and imported again. For this purpose, the action "Translations" > "Export" or "Import" is available in app rooms and Teamrooms under "Templates and Presettings" or directly in app configurations.
- A corresponding status symbol is displayed for changed customizing objects. In the case of compound customizing objects, a status symbol is only displayed if the root object has changed.



## 5.3 Administrators

As administrator you can expect the following new features.

- “Main Owner” organization role  
If a main owner is defined, only this user will receive the automatically generated e-mail messages concerning the organization. The user is also listed as contact in case of missing permissions.  
The *Main Owner* field is only visible if at least one co-owner is defined.

## 6 Fabasoft Private Cloud 2021 July Release

Find out more about new features and improvements in the Fabasoft Private Cloud.

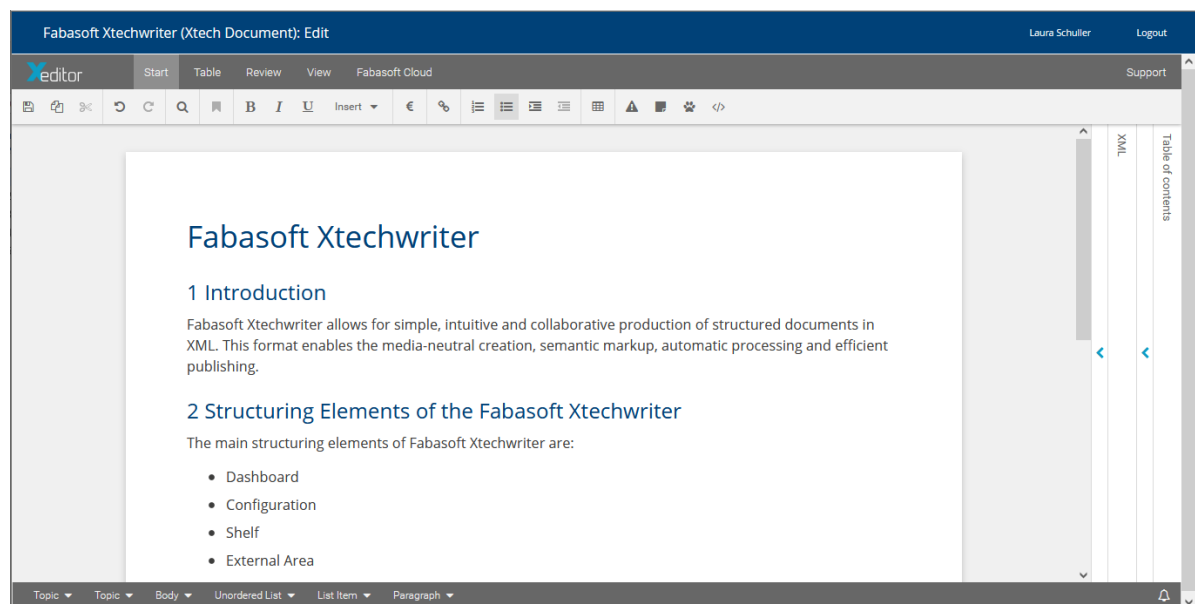
### 6.1 Users

As end user you can expect the following new features.

#### 6.1.1 Fabasoft Xtechwriter

Fabasoft Xtechwriter allows for simple, intuitive and collaborative production of structured documents in XML. This format enables the media-neutral creation, semantic markup, automatic processing and efficient publishing.

**Note:** Fabasoft Xtechwriter must be licensed separately.



- Xtechwriter Dashboard  
The Xtechwriter dashboard is the central access point to Fabasoft Xtechwriter.
- Creating Xtech Documents  
An Xtech document describes the structure of a document and consists of individual topics. The referenced stylesheet defines the XML schema and the appearance of the document.
- Editing Xtech Documents  
The contents of an Xtech document are mainly generated and managed via Xeditor. In the tree

view, the document structure can be determined on the topic level. Existing topics can be re-used and added to an Xtech document.

- Using Text Modules

Text modules allow re-using content in several documents. Upon resolving, the content of the referred text modules is written in the document. Hence, the document always is up-to-date. In addition, conditions can be used to decide if a text module should be displayed, which easily allows for various versions of a document to be published.

- Publish Xtech Documents

Xtech documents can be published in PDF. Both the master data and the conditions of chapters and text modules are considered. A supplied process is available for the release of the publication, which can be replaced by your own process if necessary.

- Using Master Data

Master data can be added to Xtech documents via JSON. This data is then considered during publishing.

- Xtechwriter Configuration

The Xtechwriter configuration contains settings that apply to all shelves. The allocation of roles permits users to use Fabasoft Xtechwriter. The scope of access rights is determined by the corresponding role.

- Manage Shelves

Xtech documents and more contents are managed in shelves. Allocating roles determines access rights for individual shelves.

- Manage Stylesheets

Stylesheets define the XML schema and the appearance of media-neutral Xtech documents.

- Using External Areas

If certain users are not supposed to have access to the entire Xtech document, external areas are a viable option. External areas can contain additional information and individual topics that can be linked to Xtech documents.

## 6.1.2 Digital Signature

Digital signatures can now be applied to documents even more easily.

### Signature Dialog

When you digitally sign a document, you are taken directly to the document to be signed without any intermediate step. You can use the "More Information" button to add a remark if necessary and select a certificate if you have more than one certificate available.

### Signature Areas

To predefine the position and size of visual signatures, signature areas are available. To do so, use the "Define Signature Areas" context menu command on a document.

When you double-click a signature area during digital signing, the signature selection dialog opens. After selecting the signature, it is inserted and the signature area is deleted.

### Signature Folders

Using a signature folder, several documents of a file can be combined, visually signed, and digitally signed. Signing by means of a signature folder is started on a file via the "Tools" > "Prepare Signature Folder" context menu command. Alternatively, the "Prepare Signature Folder" activity,

which is available for BPMN and ad hoc processes, can be used. The signature process offers the following options:

- “Prepare Signature Folder” activity  
The "Prepare" work item can be used to create the signature folder.
- “Print Signature Folder” activity  
The "Print" work item can be used by the responsible user to print the documents that have been combined into one PDF document.
- “Upload Signed Document” activity  
The "Upload" or "Scan" work item can be used by the responsible user to upload the combined document.  
The "Sign Manually" work item can be used to record manual signatures digitally.
- “Sign Signature Folder” activity  
The "Sign" work item can be used to visually and digitally sign the combined document. The individual documents are also digitally signed.

### 6.1.3 Integration in Microsoft Office

The integration in Microsoft Office is now available for Microsoft Word Online and Microsoft Word for Mac.

#### Microsoft Word Online

To use the integration in Microsoft Word Online, you must add the Office add-in “Fabasoft Cloud” from the Microsoft Store to Microsoft Word Online.

Available functionality:

- Send Link
- Show in Web
- Insert Text
  - Plain Text Module
  - Formatted Text Module

#### Microsoft Word for Mac

To use the integration in Microsoft Word for Mac, the Fabasoft Cloud Client must be installed and you must add the Office add-in “Fabasoft Cloud” from the Microsoft Store to Microsoft Word for Mac.

Available functionality:

- Send Link
- Show in Web
- Insert Text
  - Property
  - Plain Text Module
  - Formatted Text Module
  - Text Module Placeholder
- Insert Field

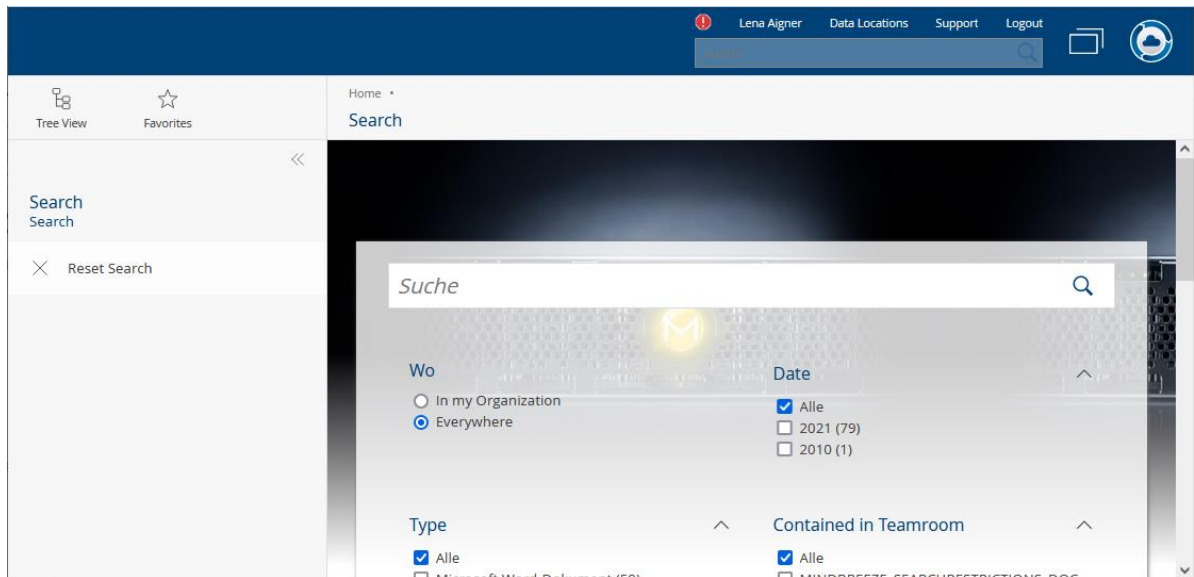
- Replace Text Module Placeholder

## Further Improvements

- The short date format defined in the operating system is used for date fields.
- The following properties are additionally offered as fields: *Valid From*, *Valid Until*, *Released Version Number*, and *Released Version Date*.

### 6.1.4 Search Portal

In addition to the quick search field in the header, a separate “Search” card is offered on Home, which leads to the search portal. The search portal consists of a search input field, the additional selectable search criteria and available actions.



### Search Field

When entering the search term, corresponding suggestions are displayed. By clicking on the magnifying glass or pressing the Enter key, the search is performed.

### Search Criteria

The following search criteria are offered by default:

- Where (e.g. in this organization)
- Date
- Type (e.g. Microsoft Word document)
- Included in Teamroom
- App-specific search criteria

### 6.1.5 Common Improvements

- Images can now be commented as well.
- You can cancel files on which you have been granted change rights via the category even if the files are assigned to a Teamroom in which you have read access.

## 6.2 Process and Form Designers

As process or form designer you can expect the following new features.

- To be able to define users stored in a Teamroom property as workflow participants, the following abstract participants are available.
  - Property of the Teamroom of the Object
  - Role by Property of the Teamroom of the Object
- If a list property is used to define the workflow participants, it is possible to specify whether the activity should be inserted multiple times. Thus, it is possible to create a separate activity instance for each resolved participant or only one activity instance for all participants.
- Fabasoft app.ducx Expressions stored in expression properties can be displayed in the detail view of lists.

## 6.3 Administrators

As administrator you can expect the following new features.

- Organizational structure import  
The *Only Update Organizational Structure* option (only visible if *Complete Organizational Structure Matching* is disabled) allows you to define whether only existing positions and organizational units are updated. New organizational elements will not be created.
- Organizational units and positions can be moved within the organizational structure using the “Move Organizational Unit” and “Move Position” context menu commands. Moving is also possible via a CSV import by changing the entry for `ParentKey` or `Level`.
- As an organization administrator, you can change the e-mail addresses of your members.
- If there are many entries in the “Exclusions” list, they will be archived in year and month folders.
- When viewing the Teamroom usage, the “Copy Teamrooms” button can be used to copy the user's Teamrooms to the clipboard.
- The Fabasoft Cloud Client now uses the Microsoft Edge WebView2 Runtime. This has increased the size of the installation package accordingly.

## 7 Fabasoft Private Cloud 2021 April Release

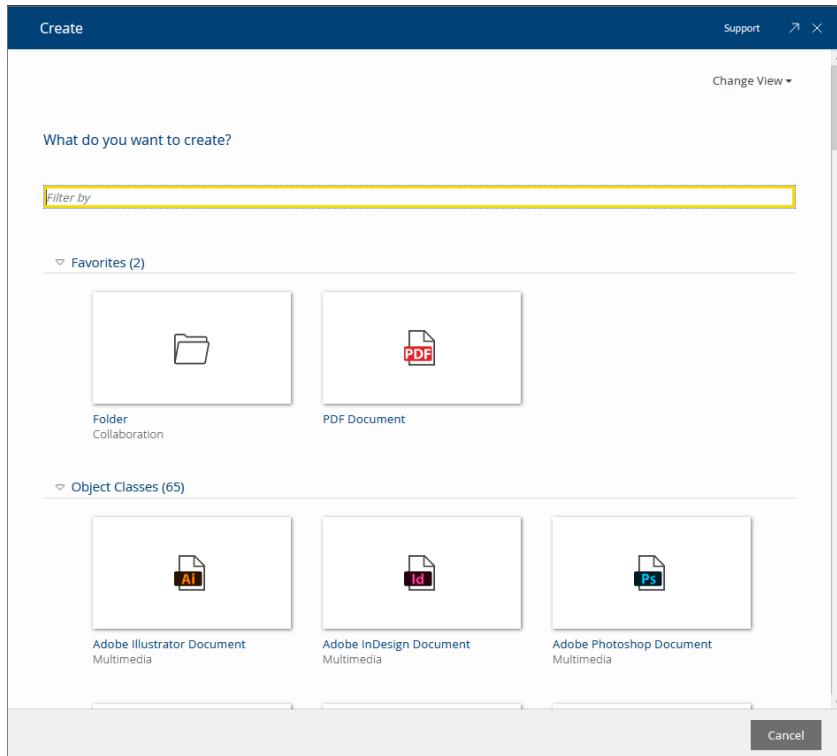
Find out more about new features and improvements in the Fabasoft Private Cloud.

### 7.1 Users

As end user you can expect the following new features.

#### 7.1.1 The New Create Dialog

The new create dialog fits seamlessly into the cloud design and offers better usability, especially on cell phones.



The following options are available:

- **Change View**  
Using the “Change View” button, you can specify the card view or the detail view for the selection list.
- **Filter by**  
In the drop-down list, you can select a category (e.g. “Microsoft Office”) to narrow down the selection list accordingly. Alternatively, type a filter term to limit the selection list to entries where the filter term appears either in the name or in the assigned category.
- **Selection List**  
The selection list is grouped by “Favorites”, “Templates” and “Object Classes”. To create an object, click on the corresponding entry. Depending on the object class, you can either enter only the name or already additional metadata.

Of course, the create dialog can also be operated completely by keyboard.

### 7.1.2 Sending Meeting Invitations Directly

Calendars allow you to manage events and tasks, and to share them with other team members.

If you have specified at least one attendee, you can use the “Create and Send” button to create the event and also send an e-mail to the defined attendees with the event as an ICS file.

#### Note:

- An event can be sent subsequently via the “Send Event” context menu command.
- If a sent event is updated or deleted, you can send an event update or event cancellation.
- Via the sent e-mail the event can be opened, accepted, provisionally accepted or declined. The respective status is displayed for the event in the *Attendees* field.

### 7.1.3 Transferring Teamrooms

When transferring Teamrooms, define in the *Access Rights of the Source Teamroom* field the access rights to the source Teamroom after the transfer.

- Keep Access Rights of Previous Team Members
- Restrict Access to the Members of My Cloud Organization
- Restrict Access to the Team Members With “Full Control”

In addition, define in the *Dissolve Source Teamroom* field, whether the source Teamroom should be dissolved.

- Do Not Dissolve  
The Teamroom will not be dissolved.
- Assign Activity “Dissolve Teamroom”  
A workflow activity will be assigned to the specified recipient at the specified time.
- Dissolve Automatically  
The Teamroom will be dissolved at the specified time.

#### Note:

- With the “Transfer Teamroom” > “Define Dissolve Period” context menu command, you can also subsequently specify whether and when the source Teamroom should be dissolved.
- With the “Transfer Teamroom” > “Open in <name of installation>” context menu command, you can navigate directly to the target Teamroom. The corresponding action is also available for objects in the Teamroom.

### 7.1.4 Digitally Signing Documents

In the course of digitally signing documents, stamps can now also be applied. An overview of the stamps provided by the organization administrator can be found under “account menu (your user name)” > “Advanced Settings” > “My Signatures”.

The “Sign” context menu command is offered for documents that have already been closed, and the “Sign and Close” context menu command is offered for documents that have not yet been closed. The “Sign” workflow activity also offers the respective work step. A PDF document with the digital signature is created and saved as final form with the document.

### 7.1.5 Common Improvements

- In the *Sex* field, you can also select “Diverse”.
- Objects can be closed not only via a workflow activity, but also via the “Tools” > “Close” context menu command.
- The “Add to Template” context menu command now also allows selecting a superordinate Teamroom as template collection.
- The dialogs for saving and loading display settings have been revised and simplified.
- The application password “Application Integration (CMIS)” can be issued until revoked.
- Objects within a file can be moved by drag-and-drop.
- The Teamroom hierarchy includes all types of rooms.

- For objects, the new field *Completed Activities of Aborted and Suspended Processes* is available on the “Activities” tab.
- Since the result list of the Mindbreeze search is continuously updated in the background, sorting or grouping is no longer possible in favor of fluid work.
- When performing a search, additional filtering options are available in the “Refine Search” tool area (e.g. file extension, e-mail properties).
- The Fabasoft Cloud Client offers native support for the Apple M1 chip.
- LAN synchronization supports the use of multiple network connections simultaneously.

## 7.2 Process and Form Designers

As process or form designer you can expect the following new features.

- In expression properties of inboxes, processes and forms (e.g. *Expression for Computing the Visibility*) the reference documentation is shown as context-sensitive help.
- For component objects and software components, the full reference is displayed in the *Full Reference* field to simplify the writing of app.ducx expressions.

## 7.3 Administrators

As administrator you can expect the following new features.

- Mindbreeze InSpire Services can be used to classify documents automatically. For a Mindbreeze InSpire service, a dedicated Mindbreeze InSpire service for feedback and a dedicated Mindbreeze InSpire service for training data can now also be defined.
- To enable the digital signing of documents with own certificates, you must store the corresponding certificates in your organization (“Advanced Settings” > “Configure Digital Signatures” action). In addition to certificates, you can also define stamps. To do this, click the “Add Stamp” button in the *Stamps* field. Assign a name, define the organization members who are allowed to use the stamp and upload an image as stamp.
- When you execute the “Show Teamroom Usage” context menu command on an organizational element, you first receive an overview of the Teamrooms in which the organizational element has been authorized. The “Show Teamroom Usage for Members” button takes you to the overview of the members of the organizational element.

## 7.4 Discontinuation

Microsoft Internet Explorer is no longer supported. You can use Microsoft Edge, Google Chrome, or Mozilla Firefox instead.

# 8 Fabasoft Private Cloud 2021 February Release

Find out more about new features and improvements in the Fabasoft Private Cloud.

## 8.1 Users

As end user you can expect the following new features.



### 8.1.1 Change and Asset Management

RFC shelves are used to manage RFCs and to define access rights.

- New role: *Change Manager*  
Change managers can manage RFCs and release packages and can be selected as change or release managers.
- New setting: *Preferred Change Manager*  
When creating an RFC, the preferred change manager is initially stored in the *Change Manager of the Affected Systems* field.

IT asset shelves are used to manage the inventory passed to employees.

- The IT asset folders "Webcams" and "Headsets" are additionally available.
- With the "Create Multiple Assets" action you can create multiple assets of the same type in one step.
- An asset cannot be placed in an IT asset folder more than once, nor can it be cut.

**Note:** Change and asset management must be licensed separately.

### 8.1.2 Common Improvements

- The *Keep Text Module Placeholders in Document* field of text modules can be used to define whether text module placeholders inserted in a Word template are replaced when a document based on the template is created. Text module placeholders that have not been replaced can be replaced afterwards in Microsoft Word using the "Replace Text Module Placeholder" button.
- Text module placeholders can also be inserted in text modules. Thus, a multi-level dynamic text module hierarchy can be defined.
- Time travel can be used to compare the contents of text modules (Word).
- In workflow activities, the "Time Travel" and "Open Origin" actions are available for the affected object.
- The new "Extended via category and workflow" access protection can be assigned to Teamrooms.  
The defined team can access the Teamroom and its contents. Users participating in workflow are granted read access. Access to individual objects can also be granted via the category.
- Contacts can be synchronized from the Fabasoft Private Cloud to Microsoft Outlook and vice versa.

## 8.2 Process and Form Designers

As process or form designer you can expect the following new features.

- In BPMN processes, the join type (AND or OR join) can be defined for a converging parallel gateway.
- If you specify a symbol for a form, it will be displayed instead of the object class symbol for objects that have the form assigned.
- When downloading BPMN process diagrams, the following options are available:
  - Download Diagram With Preview  
Downloads the XML representation and preview images of one or more BPMN process diagrams including any sub-processes that may be contained.

- Download  
Downloads the XML representation of one or more BPMN process diagrams including any sub-processes that may be contained.
- Upload  
The downloaded BPMN process diagrams can be uploaded again (also in another installation if applicable). Either a single XML file or an entire ZIP file can be uploaded. If a ZIP file is uploaded, existing diagrams can be updated.

## 8.3 Administrators

As administrator you can expect the following new features.

### 8.3.1 Holiday Tables

Holiday tables allow the definition of holidays and time intervals. Holidays are used, for example, in the workflow and time intervals are considered for follow-ups.

By default, holiday tables are available for Austria, Germany and Switzerland. If no specific holiday table is selected in the *Holiday Table* field of app configurations, app rooms or Teamrooms, the default holiday table is used (“Set as Default” context menu command).

### 8.3.2 Organization Management

In the “Organization Folder” widget you can directly create additional standard Teamrooms for teams, external organizations, organizational units or for the organization using the “New” action.