



## Neoxen Visual Modus



# Frequently Asked Questions

## 1. What is Neoxen Visual Modus?

Neoxen Visual Modus is a Windows Desktop Explorer for SharePoint. It allows you to manage and share documents, restructure folders and other resources stored in SharePoint. Drag & Drop between SharePoint sites, to and from your email, local folders, ftp sites and network locations. Copy, move, add and remove entire folder structures.

Check-in, check-out, send to other locations or email. Edit the SharePoint documents with any associated desktop application. Drag & Drop emails and email attachments directly to SharePoint or from SharePoint to your email. Manage document versions and properties. Create new documents from templates or seed files.

Create your own logical navigation trees, *NaviLists*<sup>™</sup>, to SharePoint contents, even from multiple sites. Store these NaviLists as XML files and share them with your colleagues. Email NaviLists to others or send Visual Modus links to any SharePoint contents. Store your favorite locations into your Favorites.

Create team, role or project based NaviLists and store them centrally in SharePoint. Define users to automatically load the specified NaviLists. Both Active Directory and forms based authentication are supported. Visual Modus supports HTTP, HTTPS, WebDAV, FTP and ODMA.

Combine entire MOSS 2007, WSS 3.0, SharePoint 2003 and 2010 sites or only certain folders to logical hierarchies. Combine your FTP, intranet, File Shares, WebDAV and SharePoint sites. Link documents, instructions, descriptions, web links or folder contents together and store them as NaviLists.



## 2. What is a NaviList?

A NaviList (a navigation list) in Neoxen Visual Modus is a private or shared workspace. It is presented as a tree structure in the user interface. It is a hierarchical collection of Information Objects.

It can contain dynamic contents of diverse server systems, such as Microsoft SharePoint, Bentley ProjectWise, FTP sites, WebDAV supporting Business Systems, etc. It can also contain single folders or documents of the supported systems. It can contain links to information in other systems, web, tools, utilities, and so on. It can contain virtually any data that has a meaning or relevant usage to the team or an individual user.

All these Information Objects can have additional information attached. This data is called Description or Extended Metadata and it can contain almost any textual or visual information.

## 3. What kinds of organizations use Neoxen Visual Modus?

Though Neoxen Visual Modus is targeted for project teams the size of 5-500, organizations of any size can benefit from it.

These may include:

- Project Organizations
- Hardware/Software Companies
- Healthcare Technology Providers
- Translation Agencies
- Corporate IT/IS Departments
- Software Development Teams

## 4. Who are the target users for Neoxen Visual Modus?

Neoxen Visual Modus is targeted for teams and organizations from 5 to 500 users.

The target users may include:

- Technical teams
- Development teams
- Engineering teams
- Documentation teams



- Design teams
- Marketing teams
- Management teams

## **5. Who benefits from Neoxen Visual Modus?**

The entire organization benefits from Neoxen Visual Modus:

- Management gains drastic improvement in accessing up-to-date information with less effort and lower costs
- Project managers gain increased ability to monitor the progress of their projects
- Information workers gain higher productivity with less effort
- In general, organizational and personal productivity increases drastically

## **6. What benefits does Neoxen Visual Modus offer?**

Neoxen Visual Modus allows you to:

- Increase the effectiveness of document sharing and collaboration
- Accelerate information access
- Simplify information navigation
- Simplify the complexity of diverse systems
- Reduce data duplication
- Integrate your world with a fraction of the traditional costs

## **7. Why and how has Neoxen Visual Modus been developed?**

Each year there is a massive increase in the number of documents handled. The amount of documents is estimated to rise 125% annually. According to Kevin Craine, MBA (“Design a Document Strategy”, DMA, IDC):

- 16% of the working hours are used for searching of information
- 60% of office staff's working time is spent on document handling
- Time is wasted, because 85% of documents are never used, 60% are obsolete and 50% are copies



Today people spend an increasing amount of time tracking down information, managing and organizing documents, and making sure their teams have the data they need. Instead of wasting more and more time they should be able to utilize it in the work that adds real value.

At the same time the fast changes in market situations and technologies reflect as schedules too tight on which to react and operate. Teamwork and a challenge to get more done with less effort and faster are the driving forces in today's business.

Neoxen Visual Modus is developed to address these challenges and to help companies of all sizes maximize the productivity of employees and workgroups but still reduce the pressure, enable informed and timely decision-making, and manage and protect critical information.

## **8. How do you verify the quality of the product?**

High quality of Neoxen Visual Modus is verified by an independent third party certification lab in the U.S. As a result, Neoxen Visual Modus is authorized to use the acknowledged Designed for Microsoft Windows XP and Certified for Microsoft Windows Vista logos.

## **9. We have a document management system. Can I still use Neoxen Visual Modus?**

Yes you can. Neoxen Visual Modus integrates with the major Content Management systems, such as [Microsoft Office SharePoint Server](#) and [Bentley ProjectWise](#), and with any Document Management and Collaboration System supporting ODMA and WebDAV standards.

## **10. I am using Microsoft Office SharePoint Server at my work. Does Neoxen Visual Modus give me any additional benefits?**

Yes it does. It integrates other systems with SharePoint in the user's desktop. Furthermore, it works as an internal part of Microsoft Office and Microsoft Visual Studio. Here are the top ten benefits for utilizing Neoxen Visual Modus with SharePoint:

- Revolutionary Drag & Drop between desktop, SharePoint sites and libraries, email and other systems
- Extensive support for Document Template Libraries and Seed Files



- Extensive email support. Drag & Drop emails and attachments between Outlook and SharePoint. Send and receive links to SharePoint contents. Send and receive NaviLists as XML definitions
- SharePoint Organizer for managing and synchronizing local and server copies of the documents
- List of Last Used items keeping track on folders and documents you have been working on
- Favorites hierarchy for you to store your favorite locations in different systems for easy access
- Hierarchical NaviLists to SharePoint contents across library and site boundaries
- Integrates with an unlimited number of SharePoint sites simultaneously
- No data duplication, no data conversion
- Combines Windows/Web/Mobile SharePoint access

You can create ad-hoc NaviLists to be shared and sent through email with your team. You can create snapshots of your essential information with you on the road.

### **11. Is Neoxen Visual Modus compliant with my Microsoft Office tools?**

Yes it is. Neoxen Visual Modus works as an integral part of Microsoft Office 2003, 2007 and 2010 providing common access to information directly from the Office applications.

### **12. I am developing with Microsoft Visual Studio. Can I use Neoxen Visual Modus with it?**

Yes you can. Neoxen Visual Modus works as an integral part of Microsoft Visual Studio 2008 and 2010 providing a single point of access to development information directly from the Visual Studio user interface.

### **13. Can I customize Neoxen Visual Modus?**

Yes you can. Neoxen Visual Modus is widely customizable, including the graphical look, icons, program names, etc. You can create a “User Experience”, a look and feel to match your organization’s expectations. You can also extend the menu system and toolbars, and create command add-ons.



The basic customization can be done without programming. For developers there is a Neoxen Visual Modus SDK to extend the system with Microsoft Visual Studio 2008 and 2010. Through the API you can create custom functionality and integrate with almost any system.

Dynamic multi-language support allows you to create industry specific terminologies and use them instead of the provided standard localizations.

Please contact Neoxen [Sales Department](#) for further details on Neoxen Visual Modus SDK and OEM opportunities.

#### **14. What is the technology behind Neoxen Visual Modus?**

Neoxen Visual Modus is based on 32/64-bit Neoxen QX Framework SDK, as are all Neoxen products. It is developed with Microsoft Visual Studio 2008 and 2010. It extends the capabilities introduced in Microsoft SharePoint 2007 and 2010, plus Microsoft Office 2007 and 2010.

Please visit the [Neoxen Website](#) for further information.

#### **15. Which environments does Neoxen Visual Modus support?**

Neoxen Visual Modus supports Windows platforms from Windows XP onwards on both 32-bit and 64-bit editions, Microsoft Office 2003, 2007 and 2010, and Microsoft Visual Studio 2008 and 2010.

For more details, please look at the [Neoxen Website](#).

#### **16. Are there any support services available for Neoxen Visual Modus?**

Yes there are. There are maintenance plans, upgrade policies and Customer Care services available.

Please visit [Neoxen Website](#) for up-to-date information.



## **17. How much does Neoxen Visual Modus cost and what are the licensing options?**

For evaluation purposes Neoxen Visual Modus is free. For academic use it is licensed for a nominal fee. The commercial licensing has several pricing options based on the amount of users.

Please visit [Neoxen Website](#) for up-to-date information.

## **18. How can I purchase Neoxen Visual Modus?**

Neoxen Visual Modus is available from our [resellers](#) worldwide and directly from the [Neoxen Webstore](#).

For enterprise licenses, volume discounts and other sales related matters, please contact Neoxen [Sales Department](#) for further details.

## **19. What is Document Management?**

Document Management is a systematic method for storing, locating, and keeping track of information that is valuable to a business. The key characteristics of a Document Management System are the ability to manage information, to collaborate when creating information and to distribute the information.

Document Management can be described as the process of creating, retrieving, sharing, tracking, versioning, and distributing documents and the information they contain. The process includes check-in/check-out of the data, access control and managing the document workflow.

Document Management is highly similar with Content Management. As a concept Document Management applies specifically to the management of discreet documents and their metadata throughout their lifecycle.

## **20. What is Metadata?**

Metadata is a description of, or information about data. In Document Management context it means additional information attached to a document.



Metadata may describe, for example, how, when, and by whom a document was created, accessed, received or modified. It may also contain organizational or business related information or linkage to other data (Extended Metadata).

Metadata is typically stored in XML format or in a database. Many file formats, such as in Microsoft Office, can have sophisticated Metadata managing capabilities.

Neoxen Visual Modus supports external linkage of Extended Metadata in any document or information asset.



## About the Company

Neoxen Systems works closely with leading technology vendors such as Microsoft and Bentley Systems. Neoxen QX Technology extends vendors base technologies with industry specific applications. The solutions help companies to benefit more from their Microsoft Office SharePoint Server and Bentley ProjectWise systems.

Neoxen produces Enabling Technologies for AEC (Architecture - Engineering - Construction), Technology Industry and Health Care sectors.

In addition to our products and technology we provide Professional Services for our corporate customers, including R&D Outsourcing, Product Manufacturing, Distribution and Deployment, and Consulting & Training Services.

Neoxen is a fast growing Finnish Software Company with out-of-the-box products and services with deep industry and business expertise. Neoxen has in-depth knowledge in information management and communications solutions and the latest technologies.

Neoxen Systems is a Microsoft Gold Partner with ISV Competence, Microsoft Visual Studio Industry Partner and Bentley Technology Partner.

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