



User guide
Nuxeo OnlyOffice addon

Document tracking

Change history

Version	Date	Authors	Description
1.0.0	25/09/2020	Billy Khoumri (OCDM)	Initial version

Distribution history

Version	Date	Distributed to	For
1.0.0	25/09/2020	Billy Khoumri (OCDM)	Provided to Nuxeo

Documentary references

Name	Version	Description

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1. Main concept

Nuxeo OnlyOffice addon is designed to provide collaborative functionalities from Nuxeo UI like creation, opening and collaborative edition of OnlyOffice documents.

Your Nuxeo instance must have access to an existing OnlyOffice solution.

This addon is provided by Oceane Consulting DM and can connect on premise or cloud OnlyOffice solution. Please contact nuxeo@oceaniconsulting.com for any informations on support.

This guide describes provided functionalities and how to use this features in Nuxeo. This guide will not describe :

- ▶ How to install and configure the Nuxeo OnlyOffice Addon (check install guide documentation)

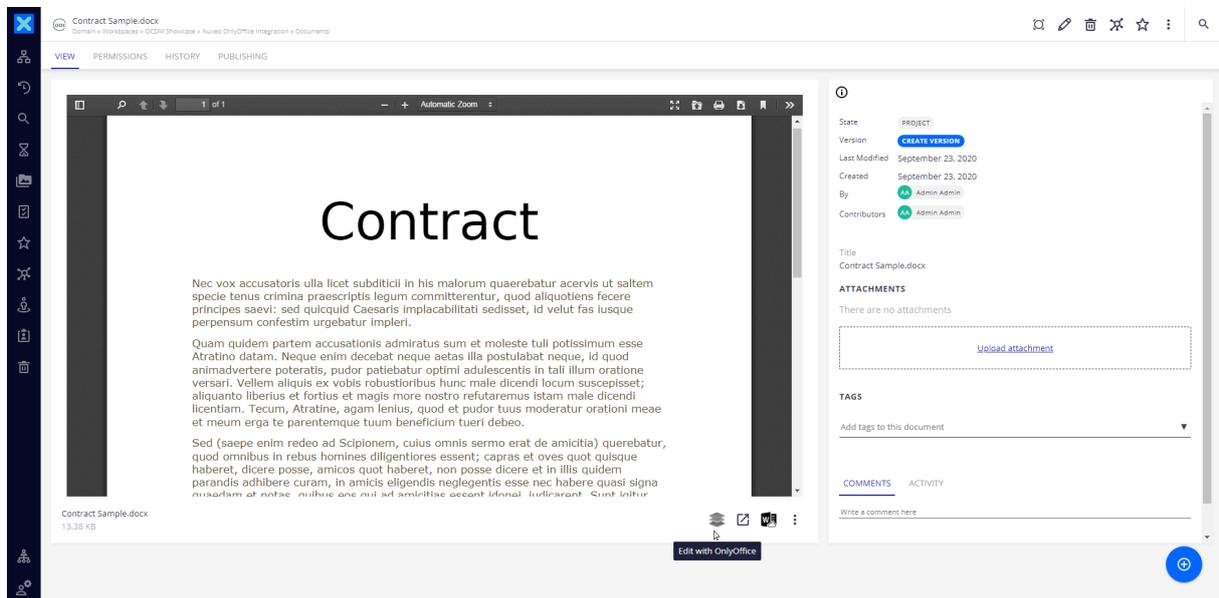
2. Functional overview

The **Nuxeo OnlyOffice Integration addon** adds these new features in the Nuxeo Platform :

- ▶ Open a document with OnlyOffice
- ▶ Collaborative edition with OnlyOffice
- ▶ Create an empty document with OnlyOffice

2.1. Open a document with OnlyOffice

To open a document with OnlyOffice, you have to navigate into the summary page of a document :



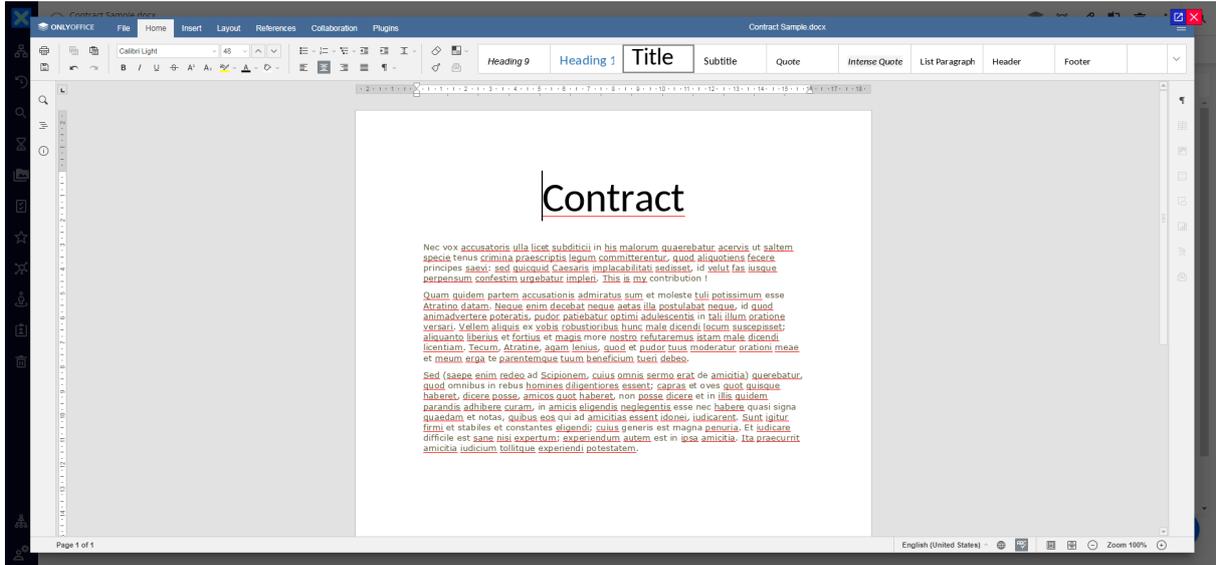
The  **Edit With OnlyOffice** icon is displayed if all the following conditions are satisfied :

- ▶ You have the edit permission on the document
- ▶ The document is not locked by another user
- ▶ The document has an attachment
- ▶ The mime-type of the attachment is compatible with OnlyOffice (see *Supported formats*)

You can see the  icon in the bottom-right area of an attachment



After a few seconds, a modal window is displayed:

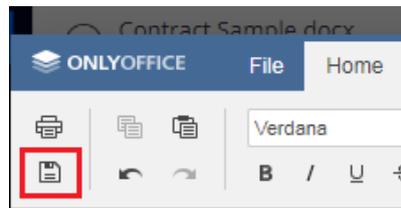


The features available into the OnlyOffice window depend on the configuration done by your administrator :

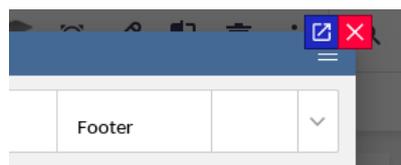
- ▶ On the OnlyOffice Document Server side
 - ▶ deployed plugins
- ▶ In The Nuxeo OnlyOffice Integration addon
 - ▶ activation of review, comment, chat (and other) flags

Your document is now ready to save and you want to push the new version into Nuxeo. Click to the save button then close the modal window.

- ▶ Click on the save button



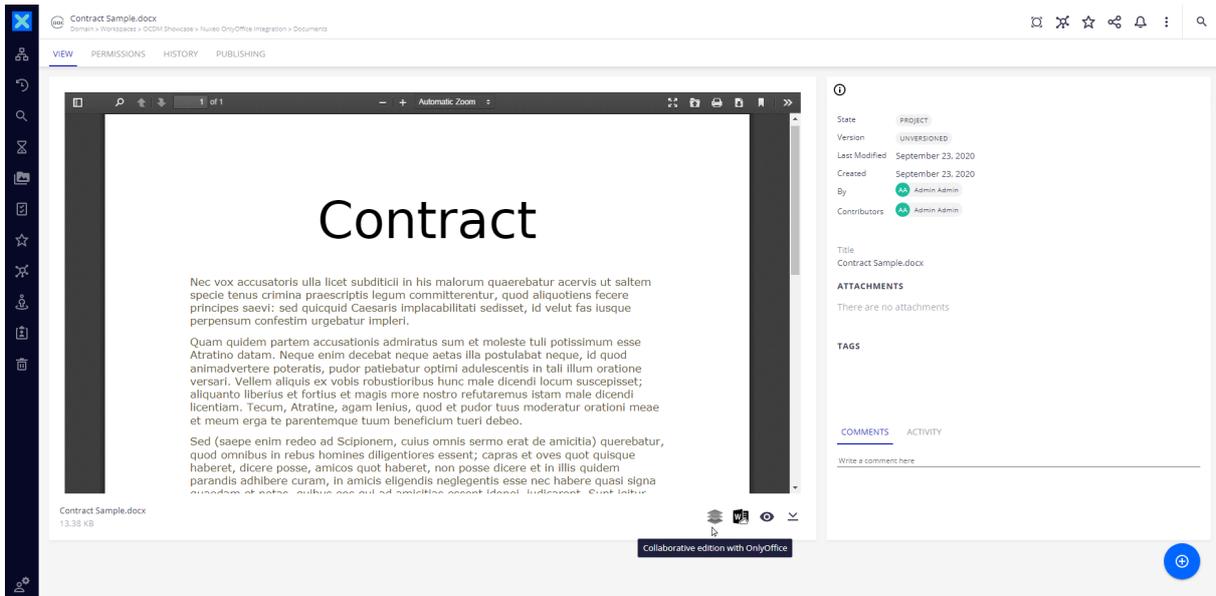
- ▶ Close the modal window



After a few seconds your Nuxeo document is up-to-date. In some case you have to refresh the browser page.

2.2. Collaborative edition with OnlyOffice

To open a document with OnlyOffice in co-editing mode, you have to navigate into the summary page of a document:



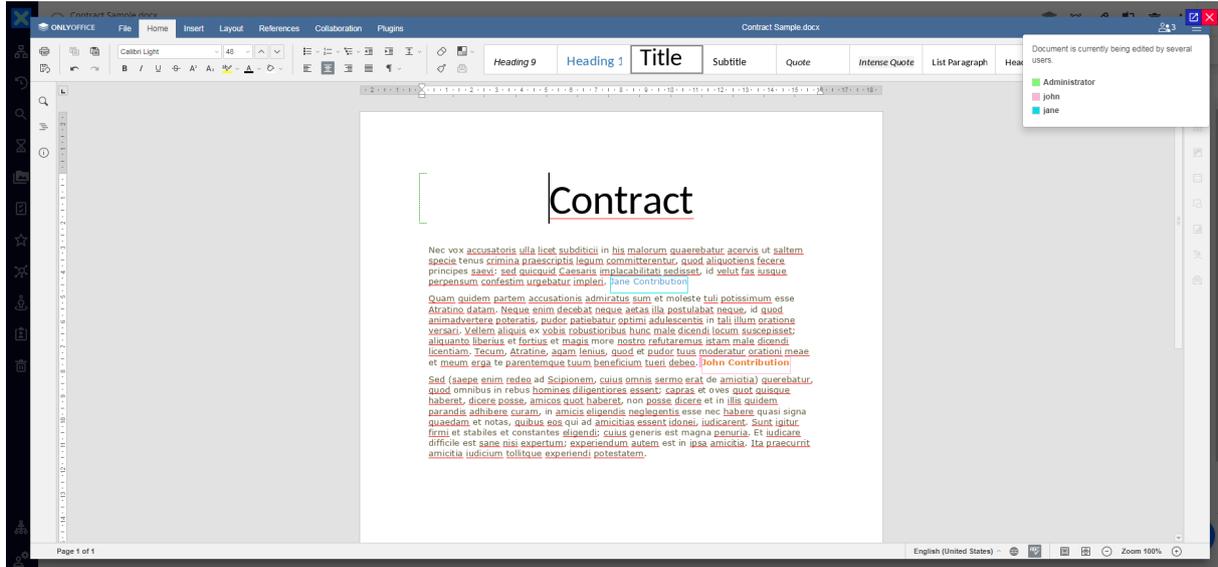
The  **Collaborative Edition With OnlyOffice** icon is displayed if all the following conditions are met :

- ▶ You have the edit permission on the document
- ▶ The document is currently opened with OnlyOffice
- ▶ The document has an attachment
- ▶ The mime-type of the attachment is compatible with OnlyOffice (see *Supported formats*)

You can see the  icon in the bottom-right area of an attachment



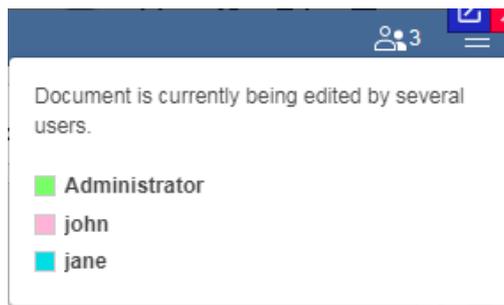
After a few seconds, a modal window is displayed:



The features available into the OnlyOffice window depend on the configuration done by your administrator :

- ▶ On the OnlyOffice Document Server side
 - ▶ deployed plugins
- ▶ In The Nuxeo OnlyOffice Integration addon
 - ▶ activation of review, comment, chat (and other) flags

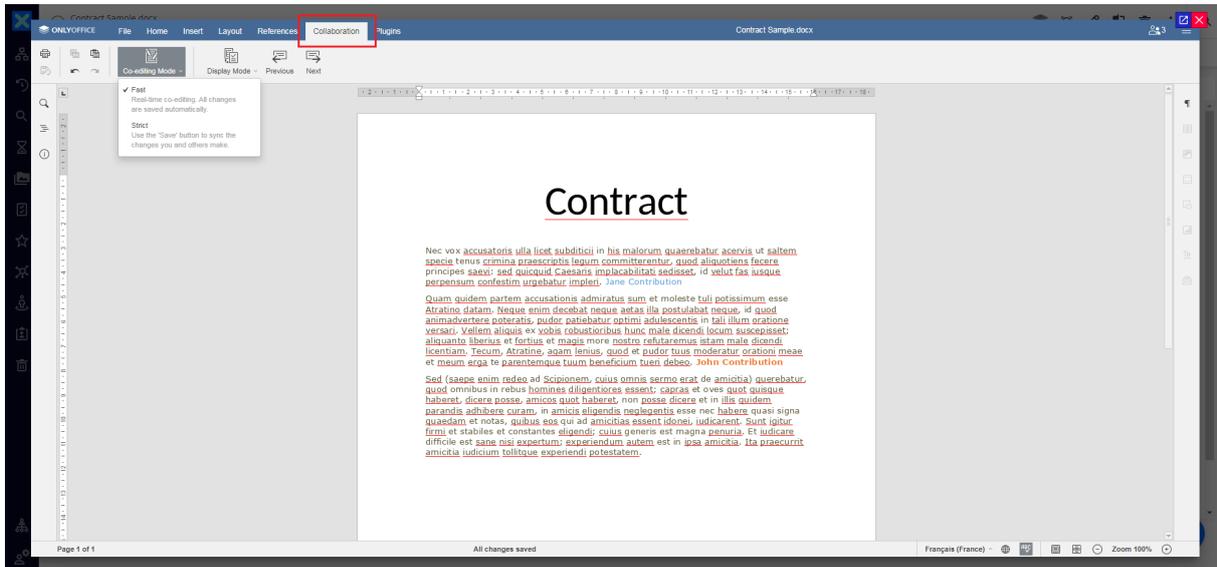
In co-editing mode, you can see the active contributors under the usergroup icon visible at the top right of the window header-bar:



OnlyOffice provides 2 kinds of co-editing mode :

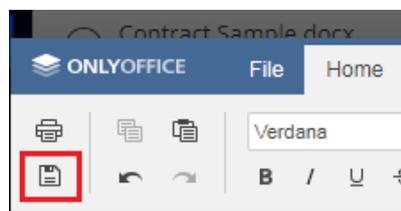
- ▶ Fast : Each user will see the changes in real time
- ▶ Strict : User should use the save button to share changes

To select the mode, you have to go into the *Collaboration* tab and click to the *co-editing mode* button:

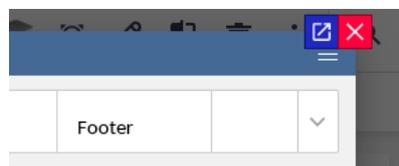


Now your work is finished

- ▶ If the co-editing mode is Fast, simply close the modal window
- ▶ If the co-editing mode is Strict, click to the save button then close the modal window
- ▶ Click on the save button



- ▶ Close the modal window

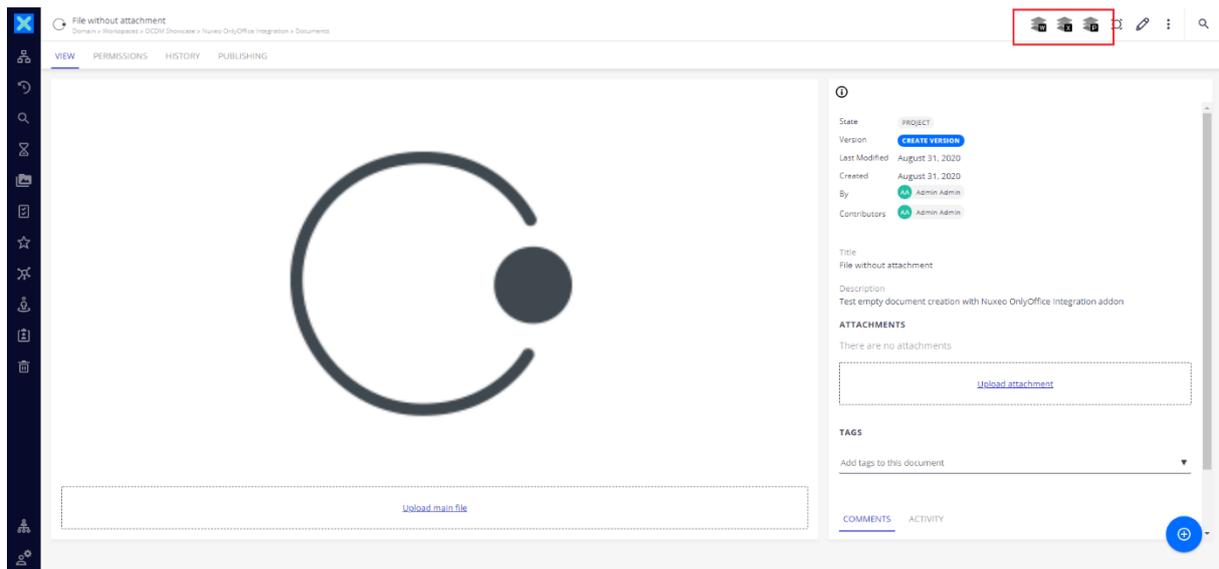


OnlyOffice will send back the new version of the document to Nuxeo **when the last active user closes the OnlyOffice editor.**

2.3. Create an empty document with OnlyOffice

When you create a new Nuxeo document, in some situation, you have no empty file quickly available in your desktop or your home folder. With the **Nuxeo OnlyOffice Integration addon**, it's no more a problem. Indeed, you can create a Nuxeo document without attachment and then initialize a new file directly into the OnlyOffice Editor.

In Nuxeo UI, three new buttons are visible in the top-right area of the page if the document has no main attachment :



To left to right:

 **New Text Document with OnlyOffice**

Load the Text Editor with an empty Microsoft Word Document (docx)

 **New Spreadsheet Document with OnlyOffice**

Load the Spreadhseet Editor with an empty Microsoft Spreadsheet Document (xlsx)

 **New Presentation Document with OnlyOffice**

Load the Presentation Editor with an empty Microsoft Presentation Document (pptx)

3. Supported formats

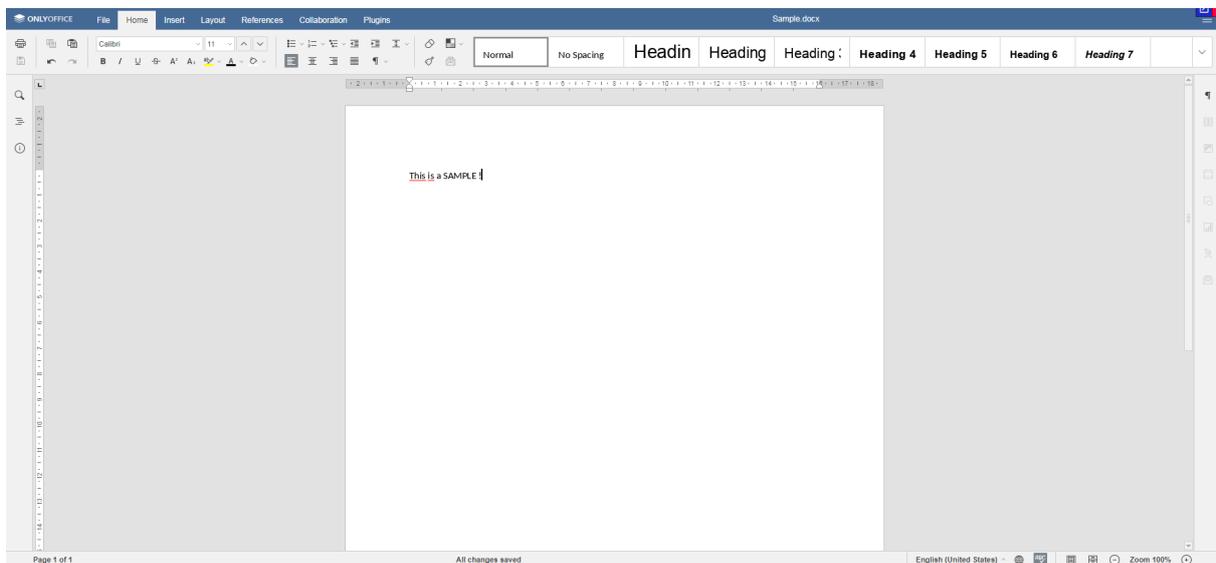
Here is the list of OnlyOffice supported formats.

3.1. Text Editor

Format	Description
DOC	Filename extension for word processing documents created with Microsoft Word
DOCX	Office Open XML Zipped, XML-based file format developed by Microsoft for representing spreadsheets, charts, presentations, and word processing documents
DOTX	Word Open XML Document Template Zipped, XML-based file format developed by Microsoft for text document templates. A DOTX template contains formatting settings, styles etc. and can be used to create multiple documents with the same formatting
ODT	Word processing file format of OpenDocument, an open standard for electronic documents
OTT	OpenDocument Document Template OpenDocument file format for text document templates. An OTT template contains formatting settings, styles etc. and can be used to create multiple documents with the same formatting
RTF	Rich Text Format Document file format developed by Microsoft for cross-platform document interchange
TXT	Filename extension for text files usually containing very little formatting

Official link: <https://helpcenter.onlyoffice.com/ONLYOFFICE-Editors/ONLYOFFICE-Document-Editor/HelpfulHints/SupportedFormats.aspx>

The Text Editor looks like:

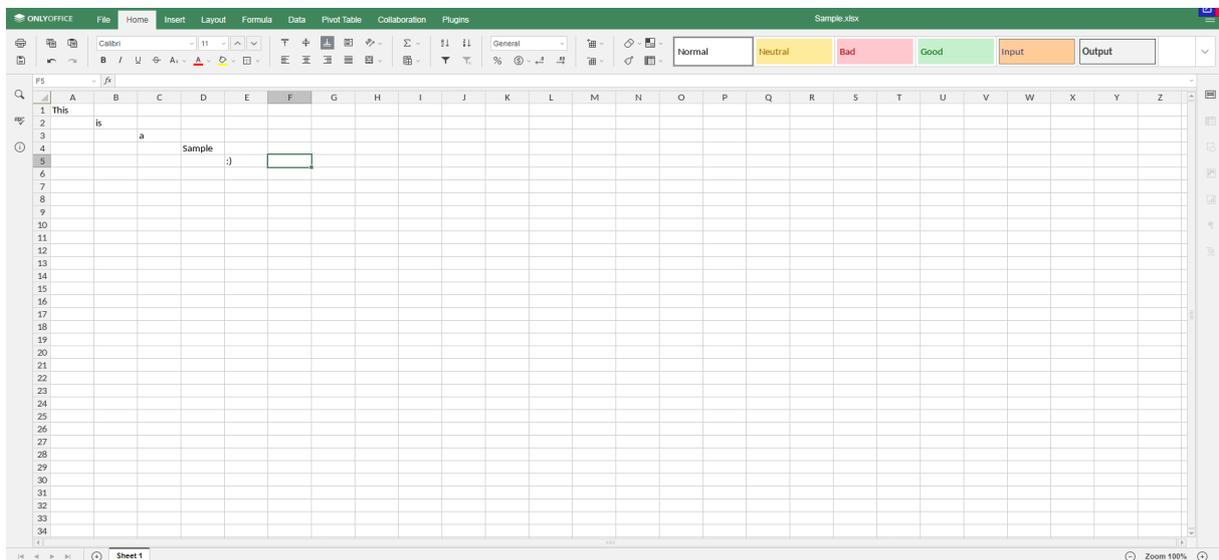


3.2. Spreadsheet Editor

Format	Description
XLS	File extension for spreadsheet files created by Microsoft Excel
XLSX	Default file extension for spreadsheet files written in Microsoft Office Excel 2007 (or later versions)
XLTX	Excel Open XML Spreadsheet Template Zipped, XML-based file format developed by Microsoft for spreadsheet templates. An XLTX template contains formatting settings, styles etc. and can be used to create multiple spreadsheets with the same formatting
ODS	File extension for spreadsheet files used by OpenOffice and StarOffice suites, an open standard for spreadsheets
OTS	OpenDocument Spreadsheet Template OpenDocument file format for spreadsheet templates. An OTS template contains formatting settings, styles etc. and can be used to create multiple spreadsheets with the same formatting
CSV	Comma Separated Values File format used to store tabular data (numbers and text) in plain-text form

Official link : <https://helpcenter.onlyoffice.com/ONLYOFFICE-Editors/ONLYOFFICE-Spreadsheet-Editor/HelpfulHints/SupportedFormats.aspx>

The Spreadsheet Editor looks like:

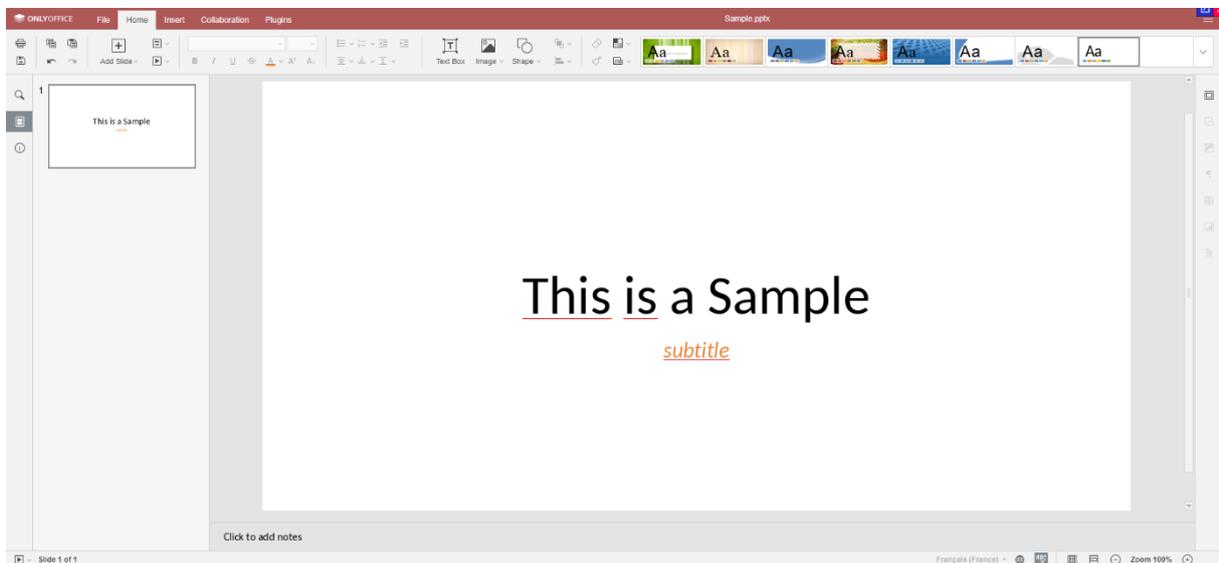


3.3. Presentation Editor

Format	Description
PPT	File format used by Microsoft PowerPoint
PPTX	Office Open XML Presentation Zipped, XML-based file format developed by Microsoft for representing spreadsheets, charts, presentations, and word processing documents
POTX	PowerPoint Open XML Document Template Zipped, XML-based file format developed by Microsoft for presentation templates. A POTX template contains formatting settings, styles etc. and can be used to create multiple presentations with the same formatting
ODP	OpenDocument Presentation File format that represents presentation document created by Impress application, which is a part of OpenOffice based office suites
OTP	OpenDocument Presentation Template OpenDocument file format for presentation templates. An OTP template contains formatting settings, styles etc. and can be used to create multiple presentations with the same formatting

Official link: <https://helpcenter.onlyoffice.com/ONLYOFFICE-Editors/ONLYOFFICE-Presentation-Editor/HelpfulHints/SupportedFormats.aspx>

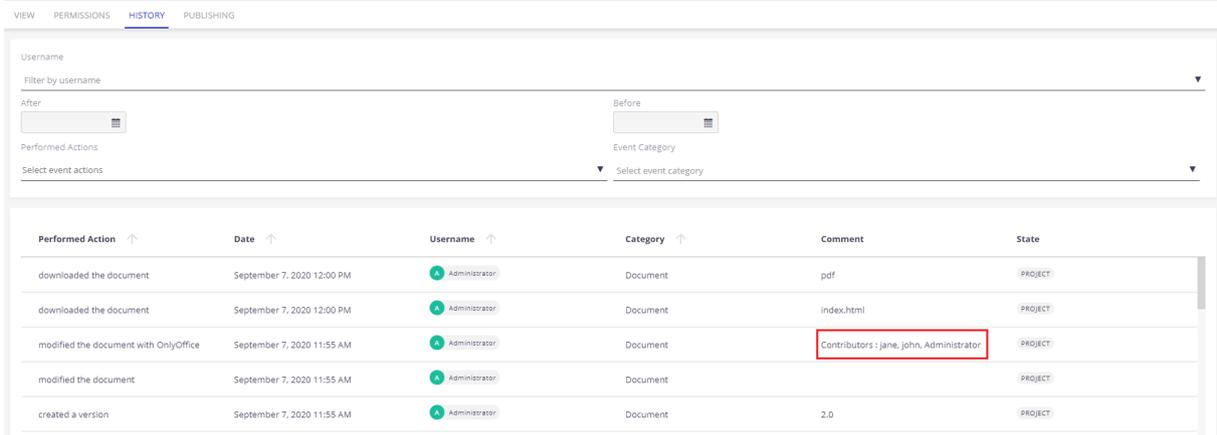
The Presentation Editor looks like:



4. Audit

Each time you save a Nuxeo document you opened with the OnlyOffice editor, a log entry is stored into Nuxeo. The logged performed action is “Modified the document with OnlyOffice”.

Log entries are available from the “History” tab :



VIEW PERMISSIONS HISTORY PUBLISHING

Username
Filter by username

After Before

Performed Actions
Select event actions

Event Category
Select event category

Performed Action ↑	Date ↑	Username ↑	Category ↑	Comment	State
downloaded the document	September 7, 2020 12:00 PM	Administrator	Document	pdf	PROJECT
downloaded the document	September 7, 2020 12:00 PM	Administrator	Document	index.html	PROJECT
modified the document with OnlyOffice	September 7, 2020 11:55 AM	Administrator	Document	Contributors : jane, john, Administrator	PROJECT
modified the document	September 7, 2020 11:55 AM	Administrator	Document		PROJECT
created a version	September 7, 2020 11:55 AM	Administrator	Document	2.0	PROJECT

As you can see, the list of the contributors is saved in the comment.