



CONTRIBUTOR EMAIL NAMING V2.2

Introduction

Colligo Contributor Version 2.2 for SharePoint introduces a new and configurable naming convention for emails that are moved or copied to a document library through drag-and-drop from Microsoft Outlook using the Contributor Add-in. This document introduces this feature.

Automatic naming of Outlook messages occurs when an email file is dragged directly from Outlook into the Contributor interface. More specifically, this automatic naming can occur when a message is dragged from Outlook and dropped:

- a) Into to a “Colligo for SharePoint” folder in Outlook
- b) Into to the Contributor Outlook Add-in main UI (hosted inside of Outlook)
- c) Into to a document library in the main UI for the standalone Contributor client

In Colligo Contributor V2.1, a unique numeric filename based on the current date was automatically generated when a message is imported in this fashion.

With Colligo Contributor V2.2, the default filename generated by Contributor is more user-friendly. Version 2.2 also allows for IT to configure the format for this auto-generated filename. One benefit of the new filename format is that when multiple users import the same message, the second and subsequent users who import the message will be prompted to choose whether they wish to overwrite the existing message.

I. Configuration

The default format of a filename is:

```
[Sender Name]_[Sent-Date & Time]_[Subject]
```

The filename format can be defined using standard .NET formatting specifiers. Using the standard .NET format specifiers, the default format can be represented as follows:

```
{0}_{1:ddMMMy HH.mm.ss}_{2}
```

Where:

{0} represents the name of the sender.

{1:ddMMMy HH.mm.ss} represents the sent time of the message in a format like: 03Jan07 08.30.23. Note that all standard .NET date-time formatting specifiers are valid here.

{2} represents the subject field of the message.



Thus for a typical message, the resulting filename might be:

Arnold Brown_03Jan07 08.30.32_Status Report.msg

The default maximum length of the generated filename is 85 characters, including the extension. Contributor will truncate the generated filename to match this limit. IT may also configure this limit to any value between 40 and 128 characters.

Any characters in the generated string which are not valid in a SharePoint filename will be removed.

By default, the .NET “invariant” culture is used to interpret the format string. Alternately, IT may specify the culture to be used in interpreting this string.

If an exception occurs while trying to generate the filename using the format string specified by IT, the exception details are logged to the Contributor log file, and the default format string (specified above) is used to generate the filename.

The configuration options for this feature can be defined at install-time by editing the msi-installer package or post-install by modifying the registry. Further details can be found below.

Install-Time

IT can edit the msi package and create the following properties in the Property table:

Name	MSG_FILENAME_FORMAT
Description	Format of the filename is defined in the filename format property.
Default Value	{0}_{1:ddMMMyy HH.mm.ss}_{2}
Values	A valid .NET formatting string, where parameter {0} represents the sender’s name, parameter {1} represents the sent time, and parameter {2} represents the subject line of the message. Click here for further information on .NET formatting strings.

Name	MSG_FILENAME_MAX_LEN
Description	Maximum length of the filename
Default Value	85
Values	40 to 128 characters

Name	MSG_FILENAME_CULTURE
Description	Determines the .NET culture used to interpret the filename format string in MsgFilenameFormat.
Default Value	.NET invariant culture (generic English)
Values	Any of the culture-language names specified here . Note that both a culture and a language must be specified. Specifying a culture only (e.g. “fr”) is not sufficient.



Post-Install

IT can configure the Filename naming by editing the registry. Registry values that IT may edit are defined below.

All values are of type “String”, if they do not exist they can be created manually. Values are stored under the key: HKEY_LOCAL_MACHINE\SOFTWARE\ColligoOfflineClient\Outlook

Value Name **MsgFilenameFormat**

Description Format of the filename is defined in the filename format property.

Default Value {0}_{1:ddMMMy HH.mm.ss}_{2}

Values A valid .NET formatting string, where parameter {0} represents the sender’s name, parameter {1} represents the sent time, and parameter {2} represents the subject line of the message. Click [here](#) for further information on .NET formatting strings.

Name **MsgFilenameMaxLen**

Description Maximum length of the filename

Default Value 85

Values 40 to 128 characters

Name **MsgFilenameCulture**

Description Determines the .NET culture used to interpret the filename format string in MsgFilenameFormat.

Default Value .NET invariant culture (generic English)

Values Any of the culture-language names specified [here](#). Note that both a culture and a language must be specified. Specifying a culture only (e.g. “fr”) is not sufficient.

II. Disable Feature

The new naming convention is the default method; however, IT is able to disable the new naming method.

Install-Time

IT can edit the msi package and create the following property in the Property table:

Name **MSG_UNIQUE_FILENAME**

Description Determines whether Contributor uses the old numeric filename or the new filename format (as specified by MsgFilenameFormat) for Outlook messages.

Default Value “0”

Values “0” = Use new format
 “1” = Use old format



Post-Install

To disable the new naming method IT must create the following Registry Value.

The value is of type “String”, if it does not exist it can be created manually. The value is stored under the key:
HKEY_LOCAL_MACHINE\SOFTWARE\ColligoOfflineClient\Outlook

Value Name	MsgUniqueFilename
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Description	Determines whether Contributor uses the old numeric filename or the new filename format (as specified by MsgFilenameFormat) for Outlook messages.
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Default Value	“0”
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Values	“0” = Use new format “1” = Use old format
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Support

For further details, please contact our technical specialists at support@colligo.com.