



CI-SIGN 7

corporate identity for your business
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English manual



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1. FOREWORD

CI-Sign developed since 2005 and has already won several Innovation- and Industry-Awards. The current version of CI-Sign supports all Microsoft Office versions up to 2016 and Exchange versions up to 2016. Of course, cloud and mobile clients are supported as well ([here you can find more information about mobile](#)). The deployment of signatures to iPhones is now possible directly over Exchange (since 2010).

The focus of Version 7 is in connection and interaction with our CI-Cloud-Portal. We will add step by step new features for Online-Functionality. To use CI-Cloud-Portal with CI-Sign you'll find a manual inside Portal.

See our "How to ...?" section for the most frequent questions.

Here is a first view of CI-Sign Configuration.

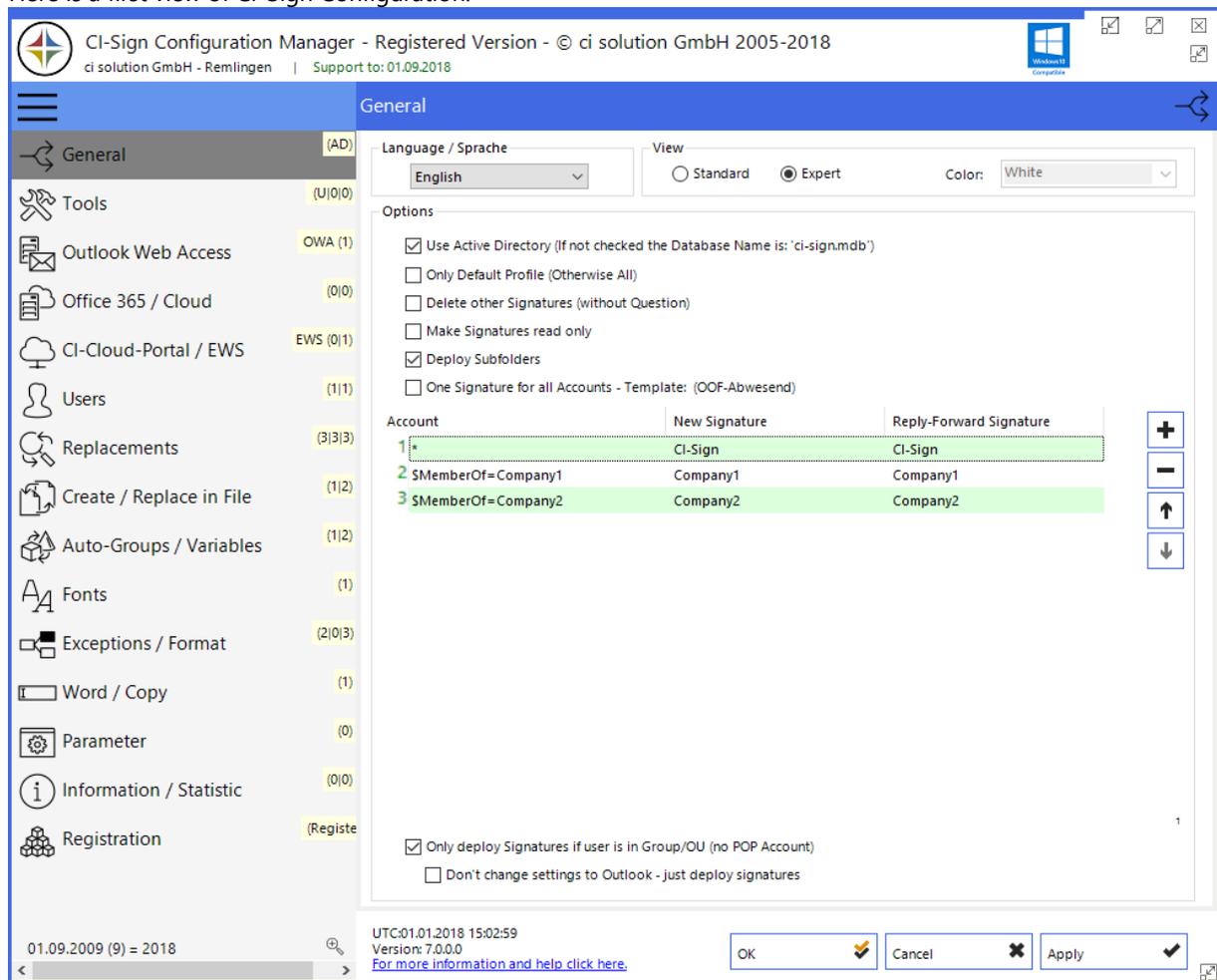
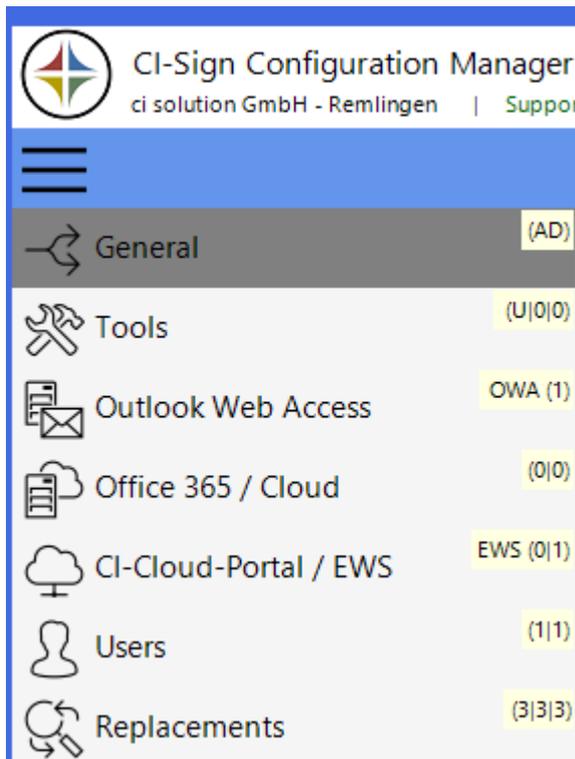


Figure 1 CI-Sign Configuration - General



The new menu (activate "expert" view) has indicators which show you important settings at first glance.

Sample: Tab "General" shows "(AD)" for Active-Directory or "(DB)" for database connection.

Tools (U)(0)(0)

(U) = Unicode or Ansi (A) mode

(0) = Debug on (1) or (0) off

(0) = OnScreen Debug on (1) or (0) off.

OWA (1) = OWA on (1) or (0) off.

2. FUNCTIONS AT A GLANCE

CI-Sign provides your organization a unified appearance with regards to your customers and business-partners, by central administration of your auto-signatures in Outlook 2000/XP/2003/2007/2010/2013/2016 as well as in Outlook Web Access (OWA)

This software not only keeps the legal registrations from the 1st January 2007, it also provides a worldwide distribution of your unified signature in a very short time.

Automatic distribution of unified signatures for reply and forward signature.

Use and advantages:

- central administration of your auto-signatures (and delegate user's signatures)
- dynamic signatures with connection to Active Directory (Database will be provided)
- independent from Active Directory by database connection
- various signatures for reply forward signature
- distribution of signatures without changing the implemented signature
- supports different profiles
- insert logos to use it everywhere (Notebooks, Clients out of Domain)
- No installation necessary!
- No local administrator –rights necessary!
- unlimited opportunities for distribution (Script, Logon, GPO)
- supports various signatures (e.g. for groups)
- dynamic signatures (variables which delete empty lines automatically)
- Outlook Web Access signatures
- Cloud / Office 365 Signatures
- delivered with database (e.g. if no Active Directory available)
- Outlook Web Access Signatures
- self-defined variables with random select (e.g. for product information)
- dates for product announcements, fair dates, etc. (special variables)
- forbid users the creation or changing of signatures
- permit users the changing of signatures (XML interface)
- fast and experienced support for your questions
- Integrated editor for simply providing of collecting mains in HTM, RTF and TXT Format
- Signatures for other users, with content of the generated user
- Supports all types of Terminal Server (included streamed mode).

Visit our Homepage for further Information and FAQs: <https://ci-solution.com/en>

If you have any problems or questions, please get in touch with us. We'll be glad to help.

In best case send us a email to info@ci-solution.com with our question(s) or at problems a Screenshot will be helpful.

Note

CI-Mail-Policy is useable with the licenses for CI-Archive and CI-Sign with limited regulations, for basic tasks. A valid CI-Mail-Policy License with extended rules must be purchased, which we offer as a bundle.

Thank you for choosing our software.

3. CI-CLOUD-PORTAL

Das CI-Cloud-Portal:

Produktseite: <https://www.ci-solution.com/produkte/ci-cloud.html>

Anmeldung und kostenfreie Testphase: <https://cloud.ci-solution.com>

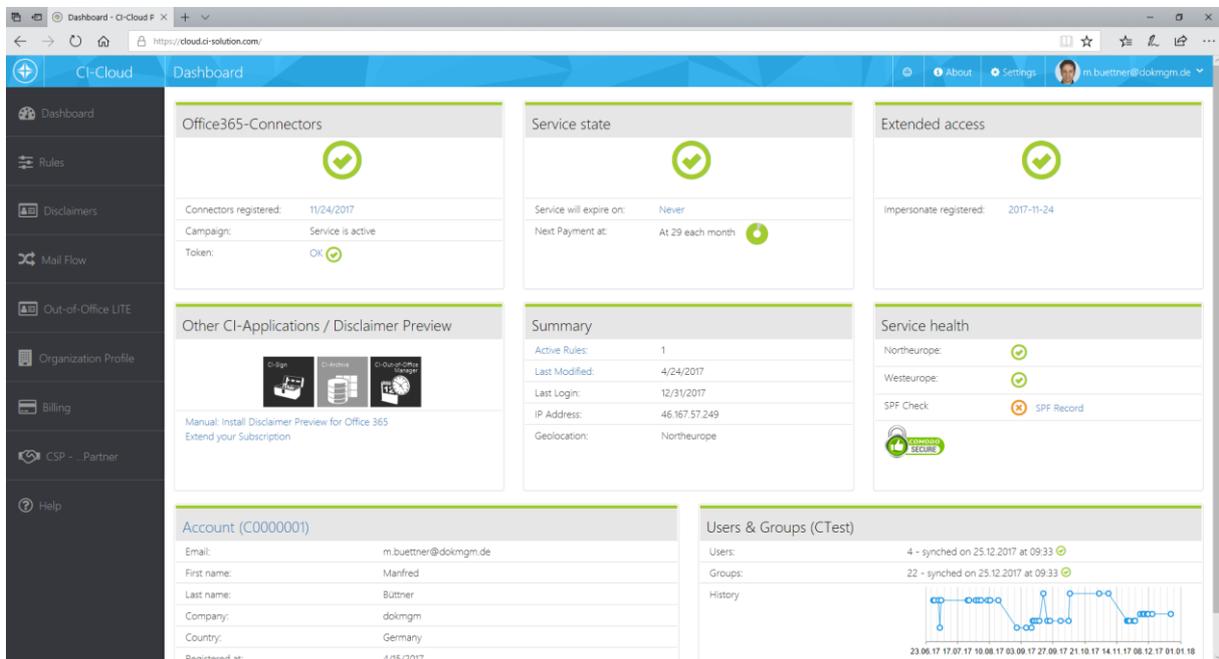


Figure 2 CI-Cloud-Portal - Dashboard

4. INSTALL / SET-UP CI-SIGN

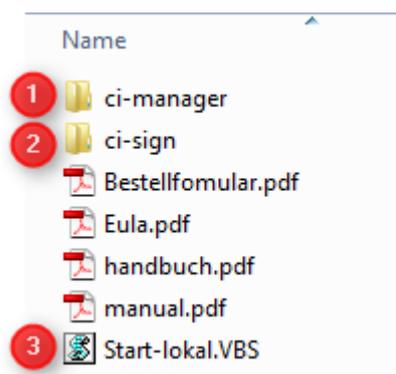
CI-Sign does not require a 'typical' installation (running some setup-routine) as you might expect or know from other software. Neither on client side nor on server side. CI-Sign can run fully independent of Microsoft Exchange. CI-Sign should be installed and configured on a local computer and then copied to the NETLOGON directory or your desired Domain / Group Policy from where it will be executed when users / client login to the network environment.

Getting things started

Download the software from our Website (<https://ci-solution.com/en>) and unzip *ci-sign.zip* on your **local hard drive**. Please unzip all files. A direct execution of single files from the zip-archive will not work properly.

We **strongly recommend** you to first set things up on **your local hard drive / your local PC** where you have Microsoft Outlook installed (it is not mandatory, but strongly recommended). As a result you will be able to test your configuration locally and see the output (the generated signatures) in Outlook. When everything is fine and you are fully satisfied with the result, CI-Sign will be moved (deployed) to either the Netlogon or Group Policy folder. Until then you can test and tweak without affecting any setup on your network.

After extracting all files, CI-Sign is basically ready to use! You'll find two sub-folders in the target directory (where you extracted the zip-archive to):



Folder "ci-manager" (1) contains the WYSIWYG-Editor for creating and modifying the signature templates.

Folder "ci-sign" (2) contains all files CI-Sign needs to create and set signatures for Outlook, OWA, ... This is the folder which will be copied / deployed to your Netlogon or GPO folder (there is a GUI for handling this, but you could also use the Windows Explorer)

Execute **"Start-lokal.VBS" (3)** to start the CI-manager where you can create and edit your email signature templates. (see next screenshot)

Figure 3 Filestructure

Prerequisites for the following example:

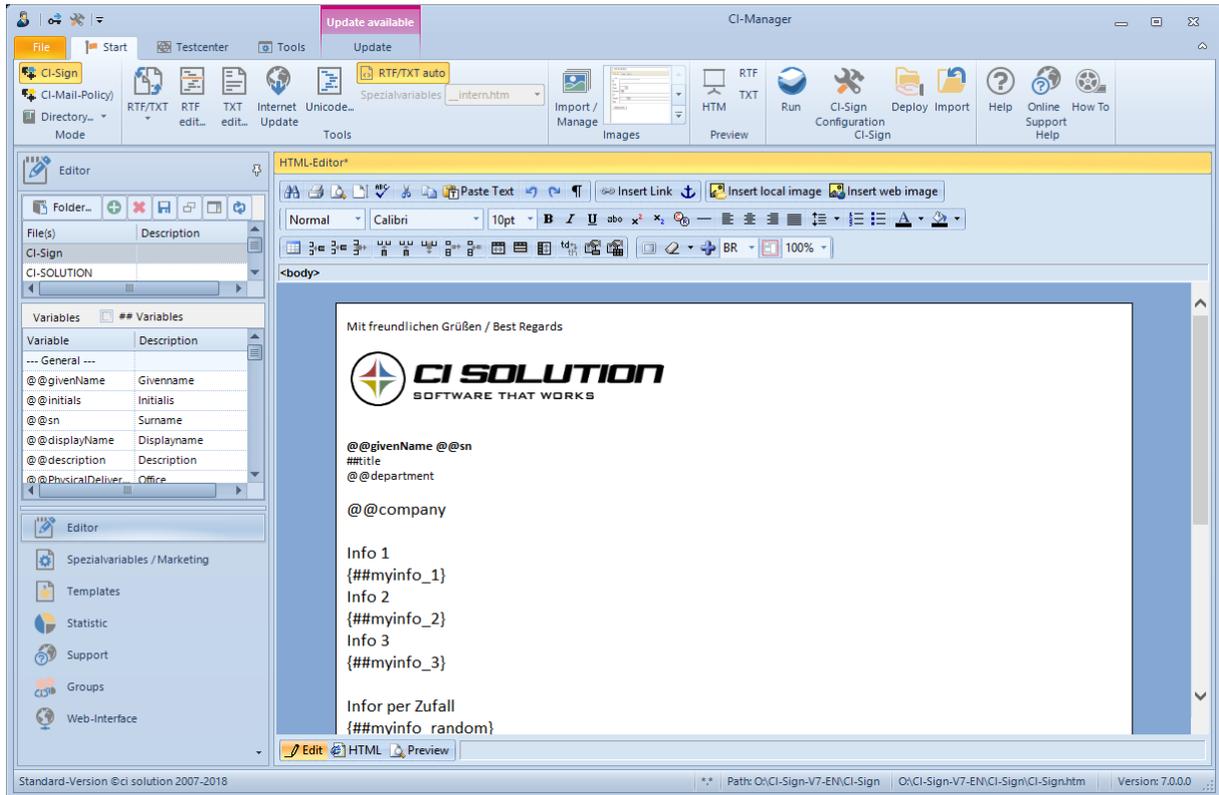
Your computer is connected to a domain with an Active Directory. (CI-Sign pulls the user data from the Active Directory.)

We deliver a very basic example signature template with the download package which already includes variables from Active Directory. You can use this template for testing or modify it to fit your needs. (On the bottom left navigation pane, you'll find more templates, click the button "Templates").

You are now ready to run a first test. Please close Outlook. Make sure that Outlook is fully closed – check Task Manager for "Outlook.exe". In some cases (e.g. on TAPI connection Outlook may be "invisible"). Hit the button "Run" and CI-Sign will create your first signature. Now restart Outlook and open a create a new mail. The new signature created by CI-Sign will already be set. The variables have been replaced by user data from the Active Directory.



If you use a DEMO Version we will add 2 Lines to your Signature.
For testing software with full function, you will get a Test-License with your Download-Information. If you need more time to test, send us a short email, we will give you a new Test-License valid for next month.



CI-Manager main screen: WYSIWYG-Editor for creating and editing email signature templates

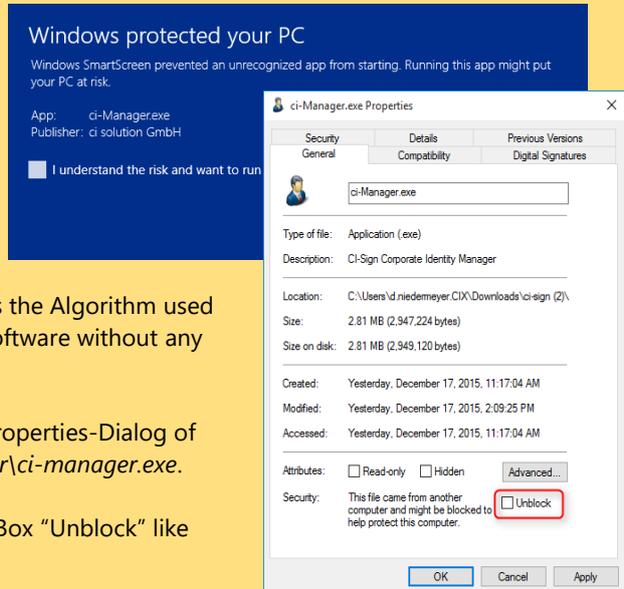
Our Software is **certified, digitally signed and free from malware – guaranteed!**

Still, it might happen that you receive such a (or similar) Security-Warning from Windows at the first start of our Software.

This is partly related to local Security-Settings as well as the Algorithm used by Microsoft. Please be assured that you can use our Software without any concerns and without any danger.

To permanently deactivate this notification, open the Properties-Dialog of *Start_CI-Manager.exe*, *ci-sign\ci-sign.exe* and *ci-manager\ci-manager.exe*.

In the register "General", search for Security, check the Box "Unblock" like shown in the Image on the right side and click OK.



Creating a new signature template:

For creating a new signature template, you can use the variables in the left window of the ci-manager. Click the green "+" symbol for creating a new template. Enter a name for the template and click save.

Now you can add text and variables to the template using the editor. Position the cursor where you want to insert a variable and double-click the variable name (see variable listing to the left). The variable will be inserted at the current cursor position in the editor. Design the template to fit your needs / your company's Corporate Identity. Save the template.

Now create the RFT and TXT templates by clicking the RFT/TXT button; choose "create RTF and TXT". Enable "RTF/TXT auto" to create RTF and TXT templates automatically when saving html template (recommended)

Now check the results in Outlook. Save the template. And hit the "Run" button in the CI-Manager. This will execute CI-Sign and generate the signature. You can see the result in Outlook.

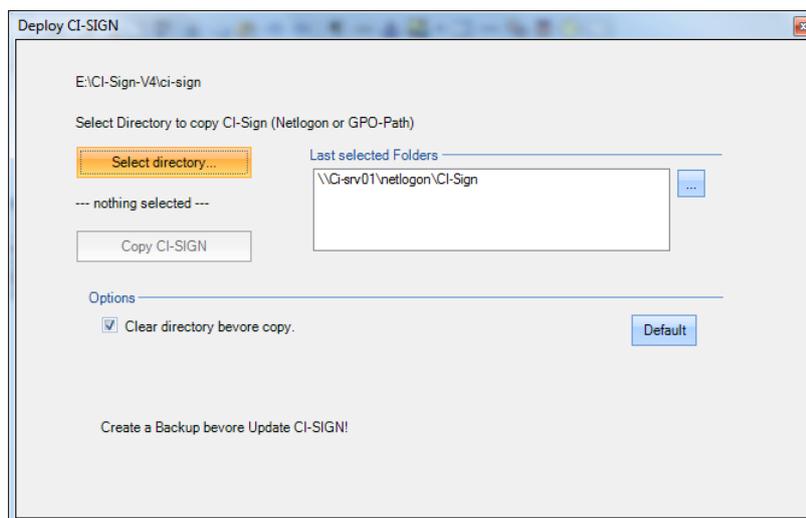
You will find further options, descriptions and samples in the chapter: Configuration-Manager...

In the system's Event-Log (under Application) you will find entries about the proceeding of ci-sign. If errors occur, they will also be listed here. (Also see Parameter /debug – here: Tools and here: Start-Parameters (Command Line Parameters))

When everything is fine and you are fully satisfied with the signature(s), it is time to move (deploy) CI-Sign to either the Netlogon or a Group Policy folder. To deploy hit the button "Deploy", choose a folder and hit "Copy CI-SIGN".

If you are deploying for the first time, hit "... " to open a window in which you can select the target folder. We recommend you to create a subfolder called "ci-sign" and deploy the files to this folder. As soon as you've selected a folder in the list "Last selected Folders" the button "Copy CI-SIGN" is activated. Click "Copy CI-SIGN".

The local ci-sign has now been fully copied to the selected target-folder.



Note: If you're deploying CI-SIGN to a Domain / Group Policy do not create a subfolder "ci-sign" in it. Copy/deploy the files directly into the Policy folder.

Figure 4 Deploy for use productive

Last step: Adjust your Login-Script (Login.bat) and add a line to run **CI-Sign-Net.VBS**. Example:

```
\\SERVERNAME\netlogon\ci-sign\CI-Sign-Net.VBS
or
%logonserver%\netlogon\ci-sign\CI-Sign-Net.VBS
```

That's it!

CI-Sign will be executed and the signatures will be set for each user (with this login script) with their next login.

5. SIGNATURE-TESTING (TESTCENTER)

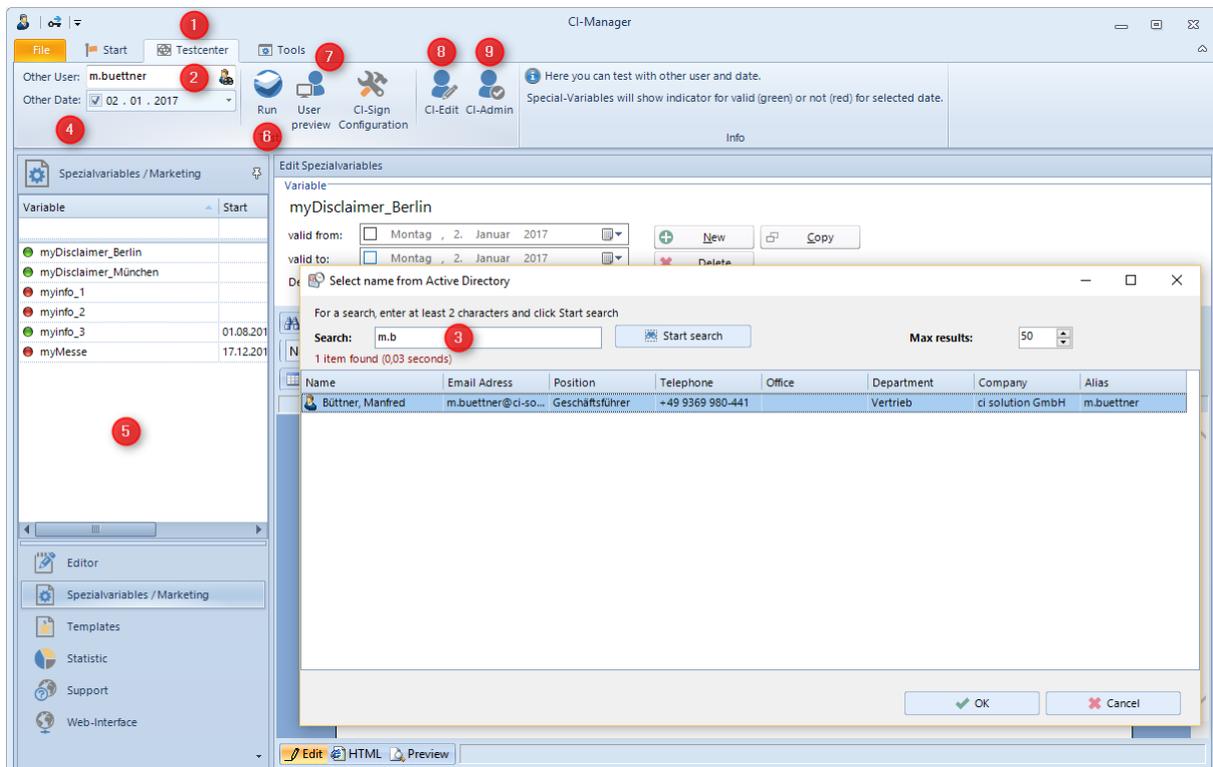


Figure 5 CI-Manager - Testcenter

With CI-Manager you have a mighty testing-tool, being able to test your signatures, those of other Users or even in combination with a date. The result can be viewed directly in Outlook or in the preview.

First of all, select the Tab „Testcenter“ (1)

If you want to test a different User, just type the User’s account-name (sAMAccountName) in the box shown at (2), or via the search-dialogue (3) by selecting from the list.

In the search-dialogue, simply type in a part of the search-term (minimum 2 characters). The search covers Surname, Lastname, DisplayName and the e-mail address – the results will be displayed in a list. Via doubleclick or OK, the selected User will be applied to the textbox shown at (2).

By clicking on “Run”, you’ll get the Signatures of the selected User, including the Outlook settings. Restart Outlook if the name of the standard signature has been changed. Outlook changes this setting only by a restart. If no date was entered, CI-Manager uses the actual one.

If you want to test marketing-campaigns which are limited in time, just enter the date on which the signature is supposed to be simulated. The special-variables are showing a green indicator at validity, a red one if they are invalid. Thereby you’ll see if a campaign is valid or invalid at a first glance.

A common mistake is entering a wrong year – with this new view, you’ll recognize it very fast.

Click on „User preview“ (7) show all Signatures for selected User include his membership and other details.

The Buttons CI-Edit (8) and CI-Admin (9) open Dialogs. See XML Interface – Active Directory Import

6. DISTRIBUTION / DEPLOYMENT OPTIONS

Background: Previous versions of the .Net Framework (before version 2.0) prevented execution of .exe files from a UNC-path. We created a **VB-Script (CI-Sign-Net.VBS)** which solves this “problem” by copying all necessary files to the user’s local profile. CI-Sign is then executed from there. This has another advantage: the executables must not be synched over the network every time the user logs in. We therefore recommend you to stick with the CI-Sign-Net.VBS even though it isn’t necessary with newer .Net Framework versions (from version 2 an up).

Make sure the CI-Sign-Net.VBS script is executed as the user logs in. **CI-Sign-Net.VBS** can:

- be called in the start / logon script (e.g. NETOLOGON-directory) (recommended).
- be set using a group policy. (recommended for more complex network environments).
- be called within auto-start / auto-run. (deprecated)

Copy the CI-Sign files in your Netlogon / GPO folder (as described above) and make sure **CI-Sign-Net.VBS** is executed on login. If you don’t want to copy the software with the deploy function of the CI-Manager (button “Deploy”) use the Windows Explorer and copy the folder “ci-sign” (with ci-sign.exe in it) to the desired path.

DEPLOY WITH NETLOGON (RECOMMENDED)

Copy the folder “ci-sign” as sub folder into the Netlogon directory and add the following line to your login script (e.g. logon.bat)

```
\\SERVERNAME\netlogon\ci-sign\CI-Sign-Net.VBS  
or  
%logonserver%\netlogon\ci-sign\CI-Sign-Net.VBS
```

Make sure the path to the CI-Sign-Net.VBS is correct. **That’s it.** Email signatures will be set at next login.

DEPLOY WITH GROUP POLICY

Start your GPO editor on your server or by remote desktop. In this example “Default Domain Policy”... right mouse click... Edit...

Create a new policy with a meaningful name (e.g. CI-Sign).

Go to “user configuration” -> Windows-settings -> Scripts (Logon/Logout). Double click Logon. Show files...

You are now in the folder ...\\Logon. Copy all files from your local folder C:\ci-sign into the GPO folder.

Note: Save all the files directly in this folder! Don’t create a sub folder! (exception: “Images” for your images)

Select “**CI-Sign-Net.VBS**” as file name and confirm the dialogue with “OK”

That’s it.

Email signatures will be set at next login of the user.



With Windows 8.1 Microsoft made changes related to desktop performance. Any logon scripts defined under User Configuration\Policies\Windows Settings\Scripts\Logon, will not actually execute until five minutes after the user has logged on. It means tasks executed in logon scripts, may not appear right after the user becomes functional on his or her desktop. There is a way to either disable this feature altogether, or reduce the delay between user logon and when scripts run. You can find the policy at *Computer Configuration\Policies\Administrative Templates\System\Group Policy\Configure Logon Script Delay*.

For more information see: <http://www.petri.co.il/group-policy-in-windows-8-1-new-features.htm>

7. TEMPLATES

In CI-Manager you will also find templates (1) that you can import. Simply select the template and click "Use this template" (2). If you switch back to the Editor view, see the original now in CI-Sign.

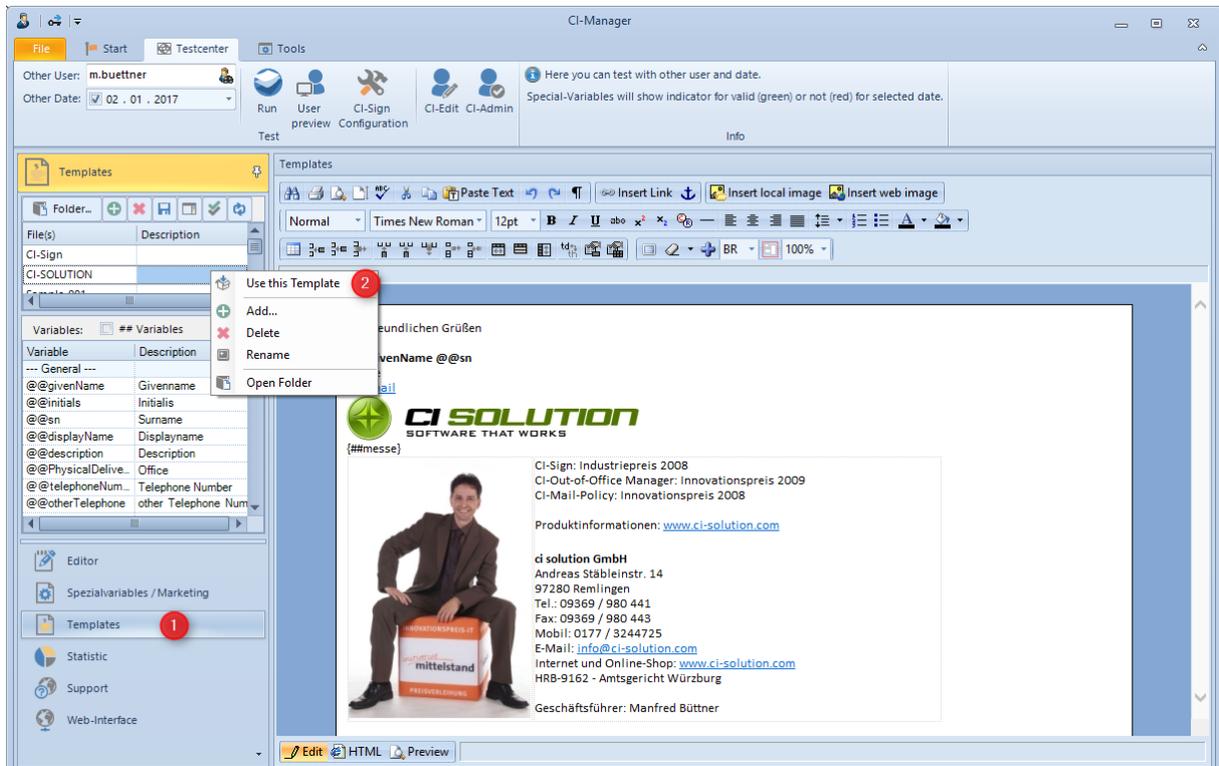


Figure 6 Templates in CI-Manager

You will be asked in an additional dialog for a new name for the signature. Here you can rename the template.

The templates essentially should show you how to work with tables columns/rows and how place and align graphics / logo / text is possible.



With the Template „Sample-NoTable“, we want to demonstrate how to align telephone numbers one below the other by using an image, without a table being necessary.

Being a frequently asked question, we want to demonstrate this technique a bit more in detail. This method especially makes sense if a logo is used in the signature, it's not recommended in a pure textual signature.

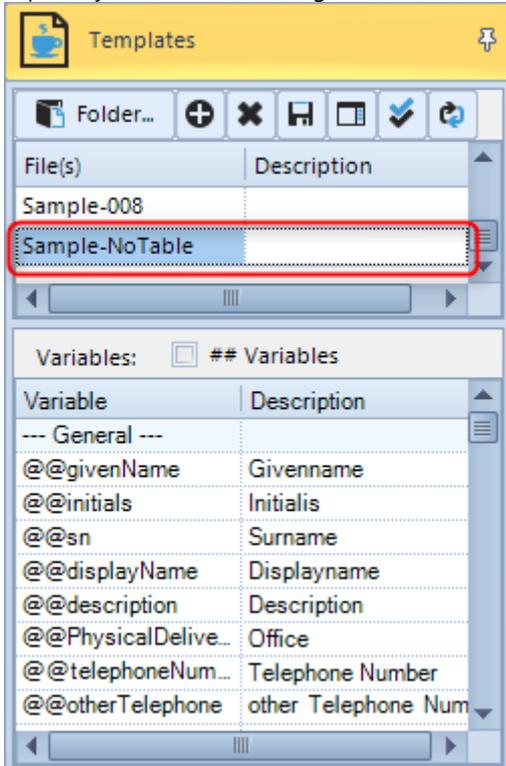


Figure 7 Template „Sample-NoTable“ for alignment

Basically, a 1x1px graphic is being scaled to an appropriate width (yellow marked).

By the graphic, which is for instance has a width of 15px after *Tel.:* and 14px after *Fax.:*, an exact alignment is ensured.

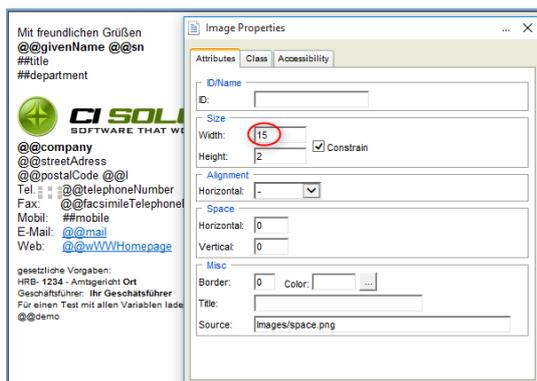


Figure 10 Image-Width after Tel.:

Simple, isn't it?

@@company
@@streetAddress
@@postalCode @@
Tel.: @@telephoneNumber
Fax: @@facsimileTelephoneNumber
Mobil: ##mobile
E-Mail: @@mail
Web: @@wWWWHomepage

Figure 8 Marking (graphic spacing)

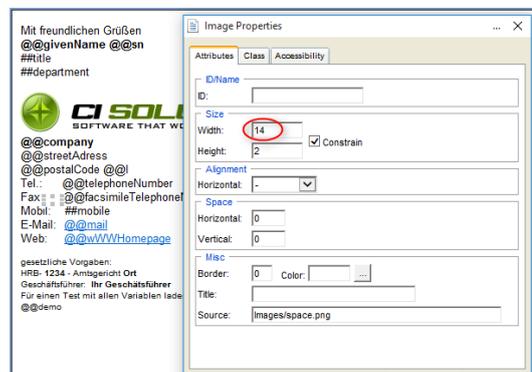


Figure 9 Image-Width after Fax.:

8. TECHNICAL BACKGROUND

CI-Sign supports the distribution of signatures for Outlook and Outlook Web Access (OWA). These are two different Products but often considered as nearly the same one.

Outlook is local installed software. The signatures are based on files and exist as HTM, RFT, and TXT templates in the profile directory of the current user (%appdata%\microsoft\signatures).

OWA is only available with an Exchange Server. Exchange saves the signature (only one signature possible) in specified fields.

The following is a short sequence of how CI-Sign processes and generates signatures:

1. With the start of your computer you login to your domain.
2. CI-SIGN is started by the login script or by the domain policy and identifies the user.
3. The user data is read from the Active Directory.
4. CI-SIGN loads the templates HTM, RTF and TXT and replaces the variables (@@variables, ## variables, special variables) against user data from Active Directory (optional: from database)
5. As a result, a template-based, dynamic signature will be created for each user.
6. CI-Sign saves the templates according to their configuration in the profile directory.
7. Now the registry-settings will be adjusted, so that Outlook can use the according signature with the next start.
8. If OWA is activated the already created signature will be transferred to the Exchange Server.
The signatures are now available under OWA (internally and externally)

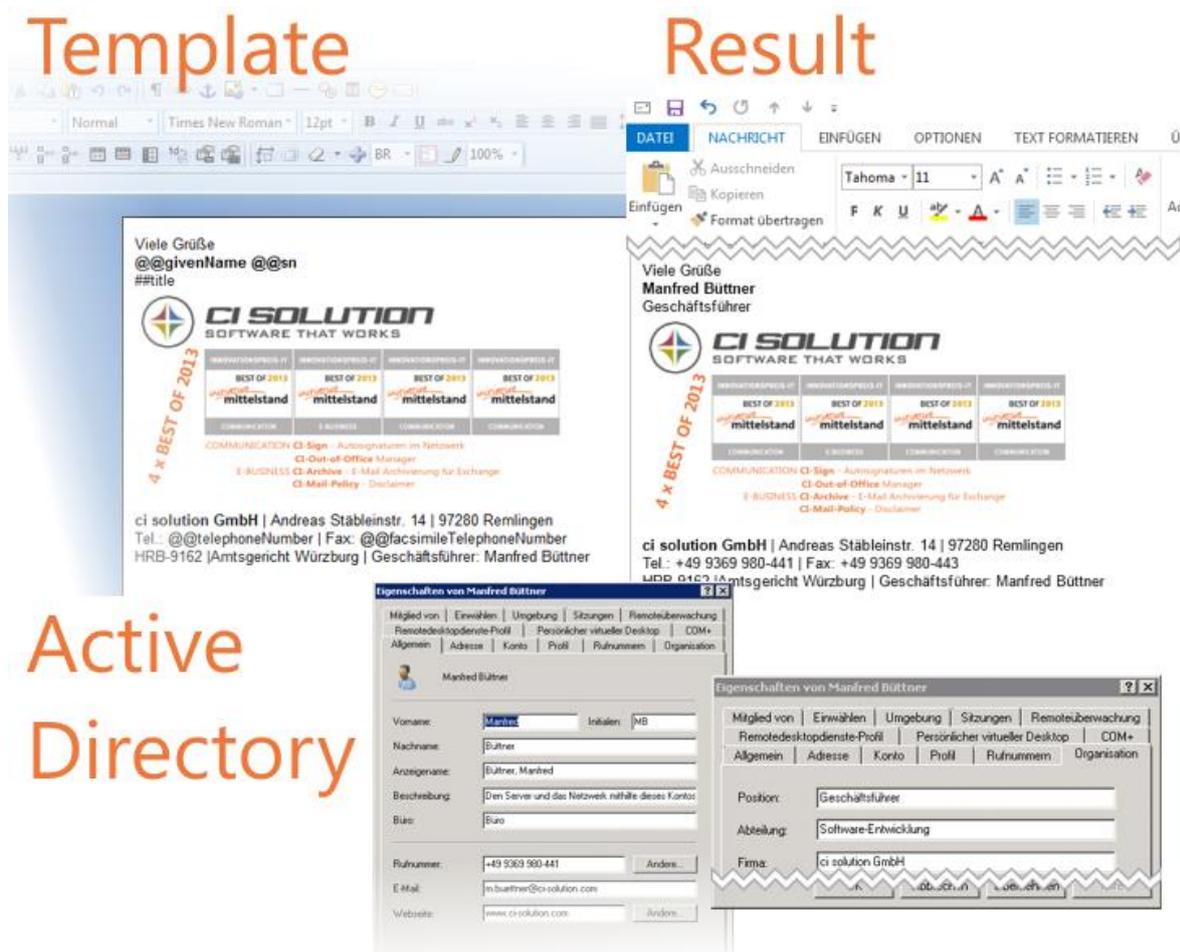


Figure 11 Template and Result with Active Directory values

9. START-PARAMETERS (COMMAND LINE PARAMETERS)

In the command line (cmd) or from the Script files, which call ci-sign.exe you can use following parameters. Alternatively, there are Script files, which facilitate the work for you thus to some parameters again. To use these parameters, make CI-SIGN to a powerful tool with also most complex problem definitions. The parameters can be combined; these are here chronologically listed, not alphabetically! Most parameters can be set in GUI. If you call the parameters command line they are with higher priority than configured in GUI.

- **/?** – shows the configuration-manager (see page 19 for details). Alternative: **config.vbs**
- **/config** – shows the configuration-manager (see page 19 for details). Alternative: **config.vbs**
- **/info** – information about support and different version
- **/debug** – additional information
information: The course will be shown in the **event-viewer** under **applications** (start – settings – administration – event-viewer) and inside Logfile in %temp% Folder.
Starting the software with / debug leads to detailed information.
- **/nosplash** – fades out starting screen.
While executing ci-sign a small screen with information about user and registration is shown.
This parameter suppresses the screen. The user has no knowledge of the execution of ci sign.
/Domain:CI-SERVER - additional opportunity to get access to Active Directory from (e.g. Novell-networks).
More Samples: DC=cisolution,DC=local oder 192.168.0.5/DC=cisolution,DC=local
- **/lcm** – LowerCaseMailAddress – forces e-mail adress in small letters.
- **/user:username** – opportunity for active user to write the signature
- **/output:C:\Signatur** – name output-list, e.g. for previous issue (/user:xx)
- **/input:C:\Signatur** – path to signature directory. %temp% und %logonserver% are possible Variables
- **/ioc** –IgnoreOutlookCheck
the software doesn't check if Outlook is installed
If only Outlook Web Access is used the software will be stopped because Outlook is not installed

Admin-advice: Sometimes the entry: "Outlook Application" is missing under HKEY_CLASSES_ROOT. The software is guided by this key. The key can be set manually or can be ignored with this parameter.

- **/lss:template (without Extension!)** – sets template name of OWA signature
Admin-advice: parameter /ioc ignores Outlook Check. If no Outlook is installed (e.g. use of Outlook Web Access) the name of the last signature will be empty. With this parameter the template for Outlook Web Access can be set.
- **/db:\Server\Netshare** – path to database if no Active Directory is used.
- **/RtfTag:\par additional use of RFT tags for line break.**

Admin-advice: For converting
 tags from HTML files into RTF format the parameter / line is used. Here you can set another parameter for linebreak in RTF.

- **/template:template (without Extension!)** – uses only named template from different ones
- **/edit** – shows dialogue where the user can change data.
see: XML interface
- **/admin** – shows dialogue where the administrator can watch user data and rewrite them back into Active Directory. see: XML interface (pay attention to the parameter conditions!)
- **/xml:xml-Datei** – sets template file as parameter. e.g. /xml:CI-Sign-ag.xml
- **/iaa** – activates one signature for all accounts.
- **/noadexit** - closes ci-sign without changing the signature when no Active Directory has been found.
- **/createxml** – creates user XML file.
- **/userxml** – uses user XML file.
- **/useMSEProfilName** – uses the name set as user name in "Microsoft Exchange Server" profile (Registry)
- **/aip:Text** – AddImagePath adds given text with the String ** - Creates Signatures / OWA Signatures for all members of the specified AD-Group. This parameter is not compatible with function "other Users"
If you need a combination use a .VBS script: See Chapter **Fehler! Verweisquelle konnte nicht gefunden werden..**
- **/noreadonly**- Signaturen nicht schreibgeschützt
- **/readonly** - Signaturen schreibgeschützt
- **/ForceDebug** - Schreibt LOG in Echtzeit (ansonsten nach Beenden der Software)
- **/eventvwr** - Schreibt LOG auch in Ereignisanzeige

- **/pic2016** - INI_HandleImageProblem2016 = True (require Outlook 2016 on processing system)
- **/nopic2016** - INI_HandleImageProblem2016 = False (require Outlook 2016 on processing system)

Own variables to „fill“ inside the command line or in GUI.

If you need compound values or changed value in your signature, then they can bring value with these variables into the software, which you can fill then user specific.

The variables can be used with @@ov1 to @@ov5 and ##ov1 to ##ov5 in the signature.



Figure 12 Tools - Own variables

- /ov1:Wert - Freely definable value to variable 1 to
- /ov9:Wert - (1-5 you could set inside Tools, GUI)

10. CONFIGURATION-MANAGER...

GENERAL

Click "CI-Sign Configuration" from the CI-Manager to start the CI-Sign Configuration Manager.

Alternative: double click "CONFIG.VBS" (subfolder ci-sign) which starts "ci-sign.exe /config"



Click "CI-Sign Configuration" to start Configuration Manager

The CI-Sign Configuration Manager is shown:

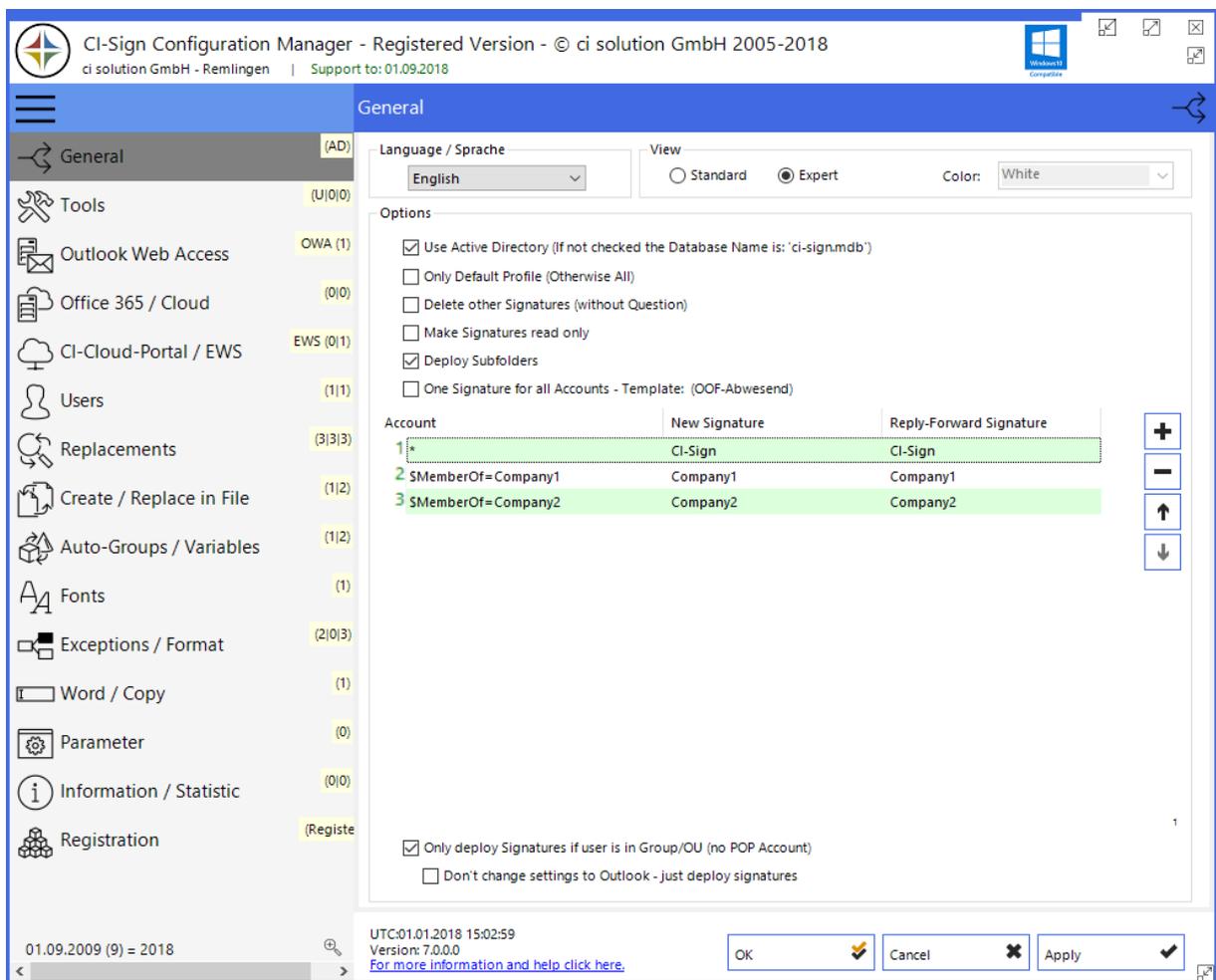


Figure 13 CI-Sign Configuration Manager - General

Use Active Directory (default: checked)

Dynamic user fields (e.g. name, department, phone number...) get filled with data from Active Directory.

Otherwise, if unchecked, data is pulled from supplied database.

Note: Please edit database (ci-sign/ci-sign.mdb) with Microsoft Access (TM).

Only Default Profile (default: unchecked)

Signatures will only be set in the default email profile; all other profiles will be ignored. (See "system control -> email" for all profiles)

Delete other Signatures (default: unchecked)

Deletes all existing email signatures from Outlook (without prompting)

Deploy Subfolders (default: checked)

In Outlook 2003 graphics must be embedded from a sub-folder (use a relative rather than an absolute path). Otherwise Outlook will not send the graphic and a red X is shown. Create a sub-folder e.G. Images in CI-Sign (CI-Sign/Images) and save all graphics in it. Activate this option to deploy all sub-folders and its content to your clients.

One Signature for all Accounts (default: checked)

Sets one signature as default for all users and their mail accounts. This means: All available signatures are deployed to the user's pc, but one and the same signature is used as default for new emails and for forwarding/replying to emails. This is the signature shown in the brackets (see yellow marker). It is the last signature, ordered alphabetically by name.

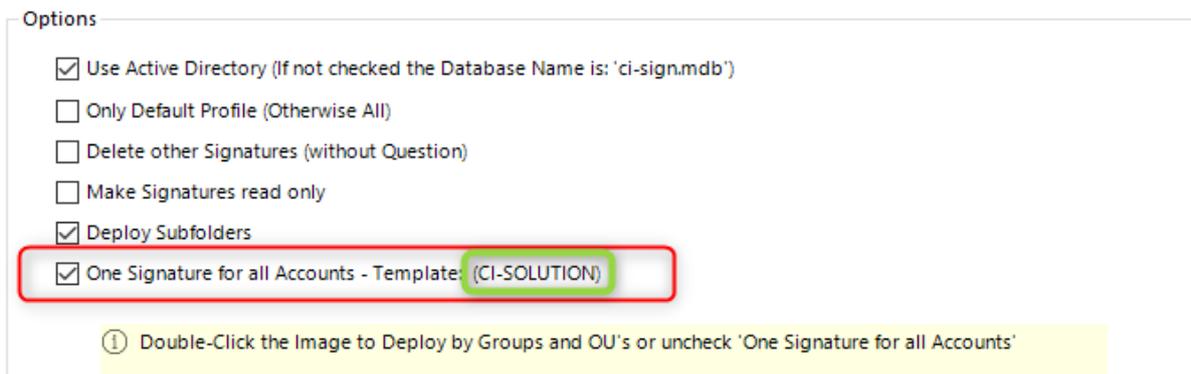


Figure 14 One signature for all accounts: Deploy all, but set one and the same signature for new email and forward/reply. Uncheck if you want full control over signature deployment.

IN DETAIL CONFIGURATION OF SIGNATURE DEPLOYMENT

Uncheck "one signature for all accounts" if you want full control over signature deployment. This shows a table for in detail configuration in which you can set deployment based on membership to Active-Directory groups, OUs, various AD variables, POP- and email accounts.

Beware: The rules are processed top-down, from first to last – the last rule wins. So, if more than one rule applies to a user, the last rule wins and the signature is set as default.

Example 1 (see screenshot):

User A: is member of AD-Group "company-1". This user's default signature is *CI-Sign--company-1* (2 rules apply: 1 & 2 – rule 2 wins)

User B: is member of AD-Group "company-2". This user's default signature is *CI-Sign--company-2* (2 rules apply: 2 & 3 – rule 3 wins)

User C: is member of AD-Group "company-1" and "company-2". This user's default signature is *CI-Sign--company-2* (all 3 rules apply: 1, 2 & 3 – rule 3 wins)

User D: is **not** a member of AD-Group "company-1" nor "company-2". This user's default signature is *CI-Sign* (only rule 1 applies)

Deploy Subfolders
 One Signature for all Accounts - Template: (CI-Sign)
 Do not allow User to change these Settings (Outlook 2003)

Account	New Signature	Reply-Forward Signature
1 *	CI-Sign	CI-Sign
2 \$MemberOf= company-1	CI-Sign--company-1	CI-Sign--company-1
3 \$MemberOf= company-2	CI-Sign--company-2	CI-Sign--company-2

Rules are processed top-down – last rule wins

Only deploy Signatures if user is in Group/OU (no POP Account)
 Don't change settings to Outlook - just deploy signatures

Table for in detail configuration of signature deployment

In the above example all users always get all signatures deployed. They will have all three signatures available in Outlook to choose from. But, the default signature for new emails and forwarding/replying to emails will be set according to the configuration. You can change this behavior by activating "Only deploy signatures if user is in Group/OU".

One Signature for all Accounts - Template: (CI-Sign)
 Do not allow User to change these Settings (Outlook 2003)

Account	New Signature	Reply-Forward Signature
1 *	CI-Sign	CI-Sign
2 \$MemberOf= company-1	CI-Sign--company-1	CI-Sign--company-1
3 \$MemberOf= company-2	CI-Sign--company-2	CI-Sign--company-2

Only deploy Signatures if user is in Group/OU (no POP Account)
 Don't change settings to Outlook - just deploy signatures

Only deploy signature if user is in Group/OU – if no rule matches, no signature deployed to user

With this option activated, signatures are deployed in accordance to the rules that match a specific user. The user no longer gets all signatures. So if no rule matches, he won't have any signatures available in Outlook, OWA, ...

Recommendation: You should always set/deploy at least one signature with a rule that matches all users. Use * to achieve this – see rule 1 in screenshot above. This is especially important if you've activated the option "only deploy if..."

Important: When working with \$MemberOf, the user must be member of at least one other group besides the primary group. Otherwise you may encounter access restriction problems (due to limitations from Microsoft). Also, the user must be a direct member of the group(s) used for deployment. Recursive group membership is not processed by CI-Sign.

SOME MORE SIGNATURE DEPLOYMENT EXAMPLES

Example 2

One Signature for all Accounts - Template: (CI-Sign)
 Do not allow User to change these Settings (Outlook 2003)

Account	New Signature	Reply-Forward Signature
1 *	CI-Sign	CI-Sign
2 \$MemberOf=company-1	CI-Sign--company-1	CI-Sign--company-1
3 \$MemberOf=company-2	CI-Sign--company-2	CI-Sign--company-2
4 \$MemberOf=company-2	CI-Sign	CI-Sign

Only deploy Signatures if user is in Group/OU (no POP Account)
 Don't change settings to Outlook - just deploy signatures

Members of "company-2" have two signatures – "CI-Sign" is set as default

If you compare this example to the first, you'll see that one rule (number 4) has been added. This rule sets the default signature for members of "company-2" to "CI-Sign" (last rule wins). Without this last rule it would be "CI-Sign--company-2".

- User A:** is member of AD-Group "company-1". This user gets the signatures *CI-Sign* and *CI-Sign--company-1* deployed. Default signature is *CI-Sign--company-1* (2 rules apply: 1 & 2 – rule 2 wins)
- User B:** is member of AD-Group "company-2". This user gets the signatures *CI-Sign* and *CI-Sign--company-2* deployed. Default signature is *CI-Sign* (3 rules apply: 1, 3 & 4 – rule 4 wins)
- User C:** is member of AD-Group "company-1" and "company-2". This user gets the signatures *CI-Sign*, *CI-Sign--company-1* and *CI-Sign--company-2* deployed. Default signature is *CI-Sign* (all 4 rules apply: 1, 2, 3 & 4 – rule 4 wins)
- User D:** is **not** a member of AD-Group "company-1" nor "company-2". This user gets the signature *CI-Sign* deployed which at the same time is his default signature (only rule 1 applies).

Example 3

One Signature for all Accounts - Template: (CI-Sign)
 Do not allow User to change these Settings (Outlook 2003)

Account	New Signature	Reply-Forward Signature
1 *	CI-Sign	CI-Sign
2 \$PopEmail=*@domain.com	other-signature	other-signature

Only deploy Signatures if user is in Group/OU (no POP Account)
 Don't change settings to Outlook - just deploy signatures

Rule 1 sets the signature *CI-Sign* as default for all (because of "*"). Accounts whose names end with "@domain.com" get another signature as default (*other-signature*).

Example 4

One Signature for all Accounts - Template: (CI-Sign)
 Do not allow User to change these Settings (Outlook 2003)

Account	New Signature	Reply-Forward Signature
1 *	< default >	< default >

 Only deploy Signatures if user is in Group/OU (no POP Account)
 Don't change settings to Outlook - just deploy signatures

All available signatures are deployed, but no signature is set as default. The user is able to choose from all available signatures and has the possibility to set his own default signature (e.g. the one he uses most often).

Further variables you can use:

Operator "=" (equal)	Operator "<>" (unequal)
\$MemberOf= <AD-Group>	\$MemberOf<> <AD-Group>
\$User= <Account>	\$User<> <Account>
\$Company= <Text>	\$Company<> <Text>
\$Department= <Text>	\$Department<> <Text>
\$Office= <Text>	\$Office<> <Text>
\$OUb= <OU-Base>	\$OUb<> <OU-Base>
\$OUc= <OU-Contains>	\$OUc<> <OU-Contains>
\$OUe= <OU-Exact>	\$OUe<> <OU-Exact>
\$OUx= <OU-String-Contains>	\$OUx<> <OU-String-Contains>
<Pop-Account>	
\$PopEMail= <Email address>	

Replace <xxx> by the value to compare with e.g.: *\$User=<Account> -> \$User=m.smith*

See chapter How to... "...use Variables \$MemberOf, \$OUb, \$OUc?" for details.

Only deploy Signatures if user is in Group

Signatures only will be deployed if the user is member of the active directory group.

Thereby also most complex requirements can be converted! I think that the entrance examples should be sufficient here. A more extensive manual deters also in or others. Inquire thus also for this, if you need complex distributions.

TOOLS

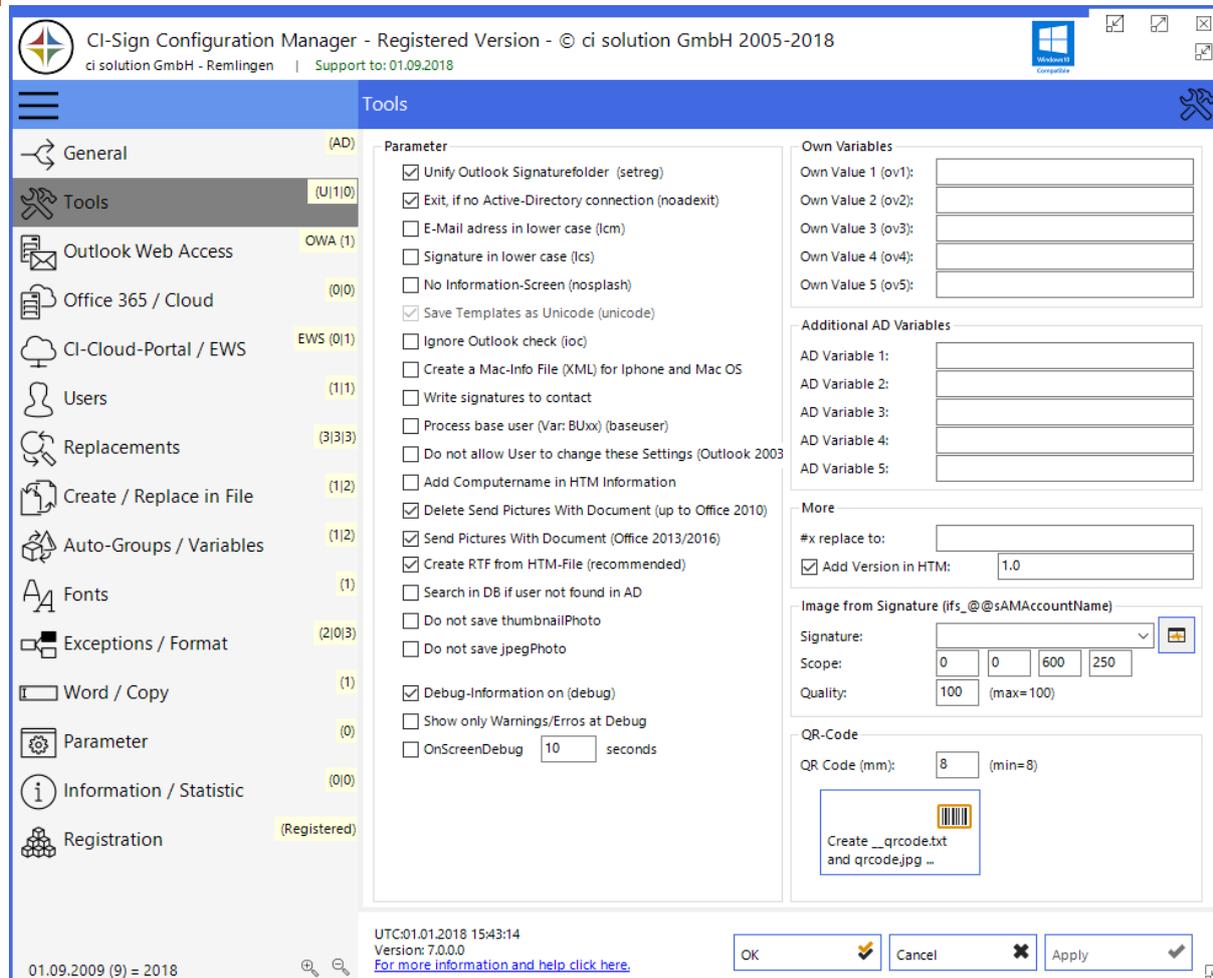


Figure 15 Tools Panel

Most of the Start-Parameters (Command Line Parameters) can be set inside the GUI (this was not the case in older versions (< version 4.x)). See chapter 9. Start-Parameters (Command Line Parameters) for details.

Debug-Information on – writes detailed event log and debug file with lots of additional information. This is very useful for finding and solving problems with CI-Sign. The debug file can be found in the user’s temp folder or in the system event log. Use %temp% as shortcut to the user’s temp folder in windows explorer. The debug file has this format: CI-Sign_20133718150321_username.log – sort by “date modified” to quickly find the newest debug file.

Show only Warnings/Errors at Debug – only errors and warnings are written to the event log and to the debug file.

Under Windows Vista / 7 it can be necessary to run CI-Sign once as administrator. Right-click ci-sign.exe and choose “Run as administrator”. Hereby the software will be registered to the event log console and will write event logs from then on also in user mode.

OnScreenDebug – during the execution of CI-Sign a small icon on the top left of your screen is shown. Click this icon to open the debug output (event log).

Delete Send Pictures with Document / Send Pictures with Document – solves an MS Outlook problem which causes pictures to not show up by the recipient because they are not embedded into the email.

CREATE AND ADD QR-CODES TO EMAIL SIGNATURES



CI-Sign offers the possibility to generate dynamic QR-Codes based on user data and add them to the email signature. To add dynamic QR-Codes follow the steps described below:

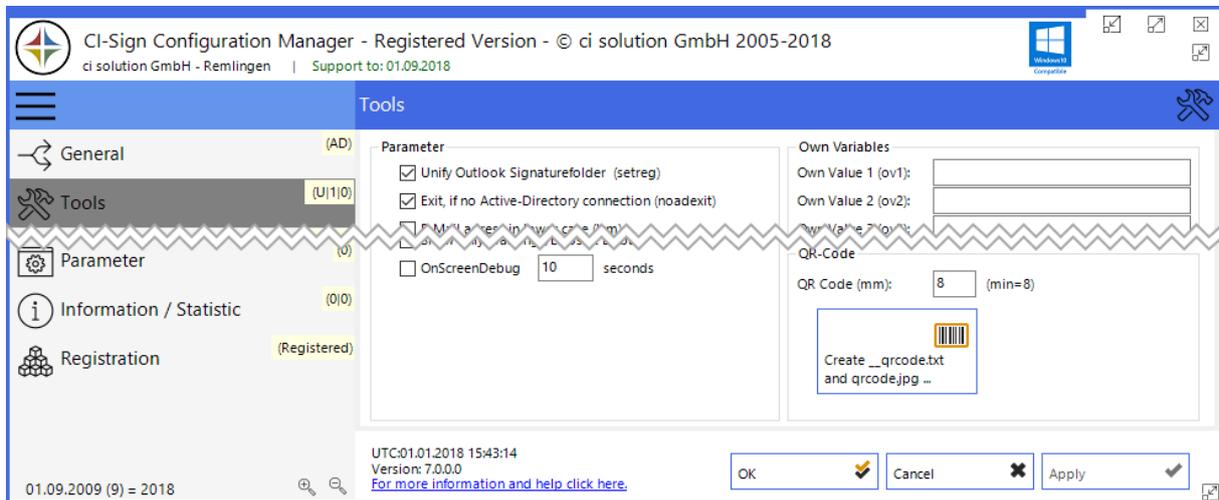


Figure 16 CI-Sign Configuration Manager -> Tools

Click the button "Create qrcode.txt and qrcode.jpg" which causes CI-Sign to create the file __qrcode.txt. This is the template file for the QR-Code data. Edit this file to fit your needs. At the same time CI-Sign generates Images/qrcode.jpg which is a placeholder to insert into your signature

You can use the following examples as a basis for the __qrcode.txt

vCard

```

-----
BEGIN:VCARD
N: @@sn; @@givenName:
ORG: @@company
TEL;CELL: @@mobile
TEL;WORK: @@telephoneNumber
TEL;FAX: @@facsimileTelephoneNumber
EMAIL: @@mail
ADR: @@streetAddress, @@postalCode @@I, @@CO
URL: @@wWWWHomepage
END:VCARD
-----

```

MeCard

```

MECARD:N: @@sn, @@givenName; TEL: @@mobile; TEL: @@telephoneNumber; TEL: @@facsimileTelephoneNumber;
EMAIL: @@mail; URL: @@wWWWHomepage; ADR: @@streetAddress; ADR: @@postalCode @@I, @@CO;
-----

```



The size of the QR-Code depends on the amount of data to be stored in it. A vCard in an 8*8mm small QR-Code will not work properly in most cases. It's comparable to a chessboard. 8*8 = 64 fields – that's not enough space to save a lot of information. If you make the QR-Code bigger, say 20*20mm it will be able to store a lot more information, but it is way too big for integration in an email signature. **Alternative:** Create dynamic contact pages with big enough QR-Codes, upload them to your Website and only add the URL to these pages in the email signature. You can even use CI-Sign to do this... Get in touch with us if this is what you want and/or need.

OWA / OUTLOOK WEB ACCESS

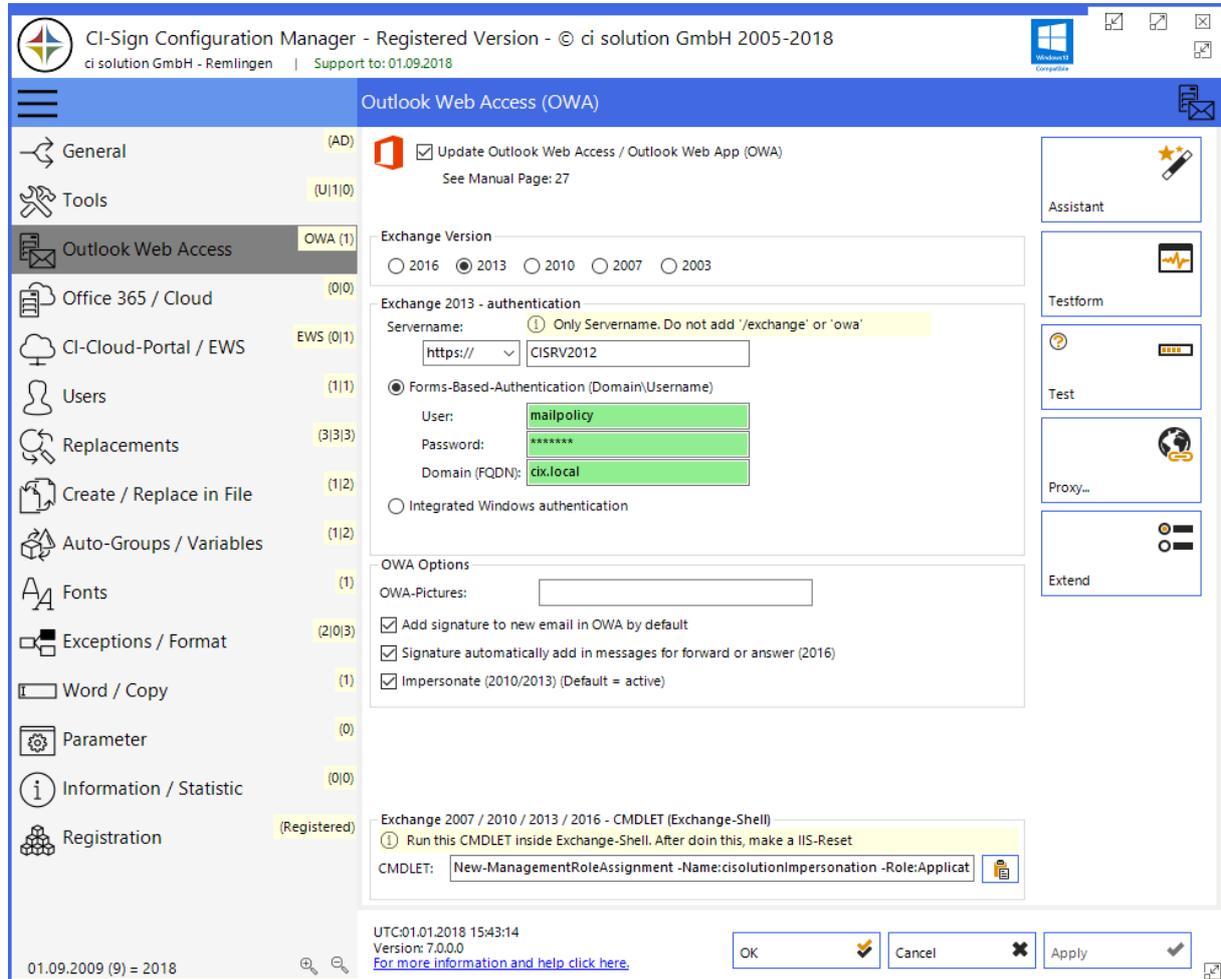


Figure 17 OWA settings: configure CI-Sign to set email signatures in Outlook Web Access

Update Outlook Web Access (OWA) (default: unchecked) - Activate this option to set/update OWA signature.
Servername: Server name or IP-address of Exchange-Server. Do not add "/exchange" or "/owa" to the server's name. If you have multiple servers use the CAS (Client Access Server).

Add signature to new email in OWA by default: Automatically adds an email signature to new Mails in the OWA GUI.

OWA Options

OWA – Template: Use this to explicitly define the signature template which is to be used for OWA. This is necessary if you are setting OWA signatures from a server using a task – basically then when the machine you are running CI-Sign from to set OWA signatures does not have Outlook installed.

OWA Pictures: (use a SSL / https Path). Sets the path for the graphics to this path. This allows you to change the paths within the signatures during processing of the OWA signatures. This path must be set complete e.g. with „/" at the end.

Remove Pictures (default: unchecked)

Remove internally linked images (OWA can't display them). Instead the "alt" text is shown. You must integrate images from a web URL for them to work in OWA. Beware of http vs. https.

Template only for OWA (default: unchecked)

The template is only used for OWA and will be deleted after processing the signatures. In consequence this signature will not be available in Outlook.

Do not delete template, after process: does not delete it

Skip OWA if Exchange has other version than configured above (default: unchecked)

When checked, OWA will be skipped if the Exchange-Server has a different Version that configured. This is only of interest if you have multiple Exchange-Servers with different versions.

Use TXT Template (default: unchecked): Use Text (.txt) template for OWA.

Exchange authentication

See "How to ...set up Outlook Web Access (OWA) for Exchange 2007 - 2016?" for details

ProxyServer: Server name or IP-address of Proxy-Server. Leave all fields empty if no Proxy-Server is used.

Exchange-Account: Specify which variable to use to identify the Exchange-Account (@@mail in most cases). This variable will be replaced at runtime. Example: @@mail will be replaced by john.smith@domain.com -> this must match your Exchange-Account names.

Testform:

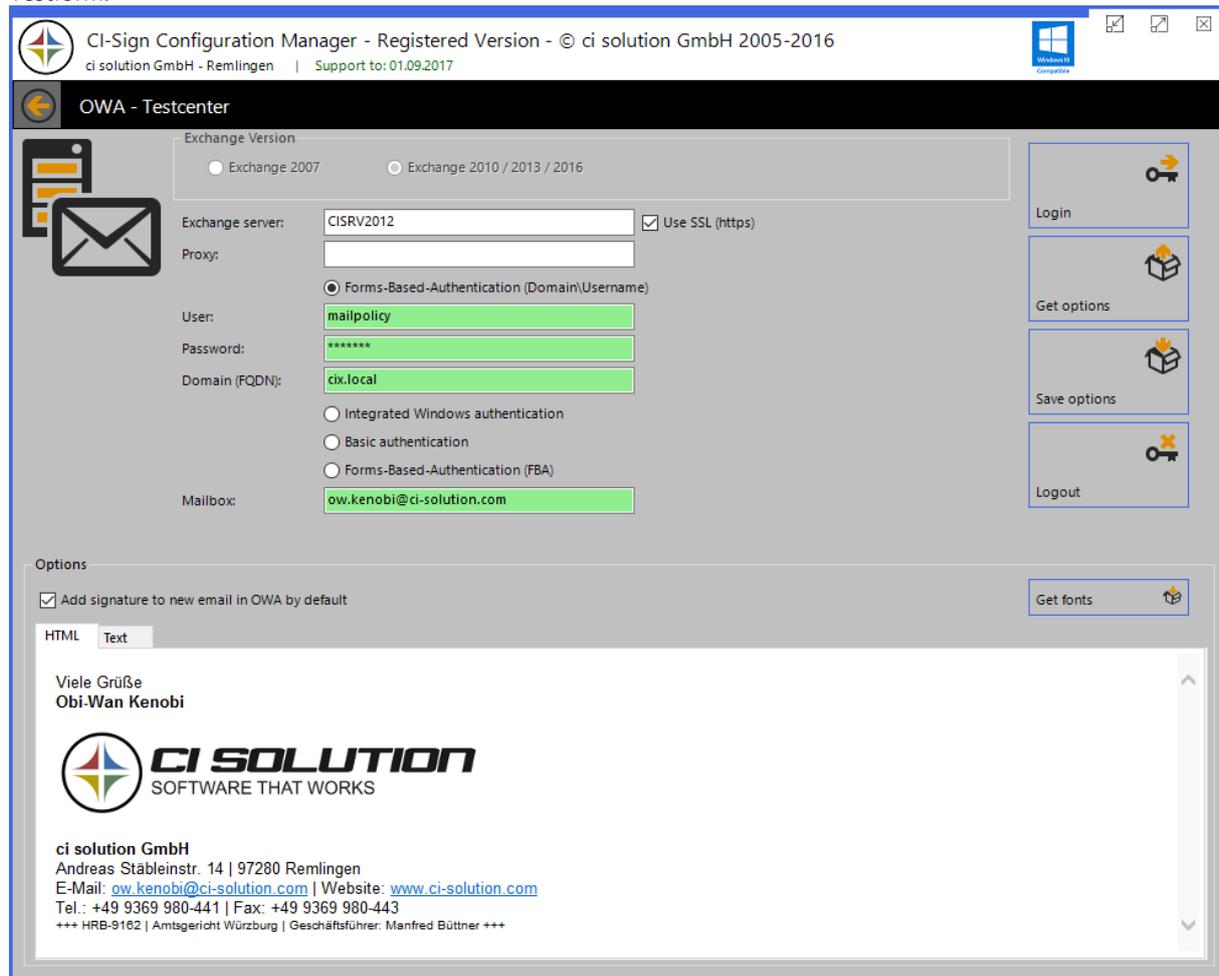


Figure 18 OWA Test-Form

Open the test form and enter a mailbox to test the connection – all other settings will be taken over from the OWA settings dialog. Hit "Login". If all settings are correct, the buttons "Get options" and "Save options" will be

enabled. "Get options" fetches the options / signature from OWA for the specified mailbox. Use "Save options" to save a new signature. Now login to OWA and check if the signature has been set. If this works, you can be sure that CI-Sign will set the users signatures as well.

For G-Mail Configuration see separate manual:

www.ci-solution.com/fileadmin/downloads/ci-sign/CI-GSuite-Handbuch.pdf

OUT-OF-OFFICE

Set standard out of office message

This option allows standard out of office messages to be set. It will only be updated if the user is in office (so an active out of office message is not overwritten). The email signature used for OWA will be added to the end of this text.

The software accesses the users Account with the authentication data from the OWA settings

tab. Activate OWA and enter the settings. If you do not wish to set an email signature for OWA, deactivate the checkbox "update Outlook Web Access (OWA)" thereafter.

You can use Text and/or HTML code for the out of office message. Use the CI-Manager to design the layout and copy the HTML code from the tab "HTML".

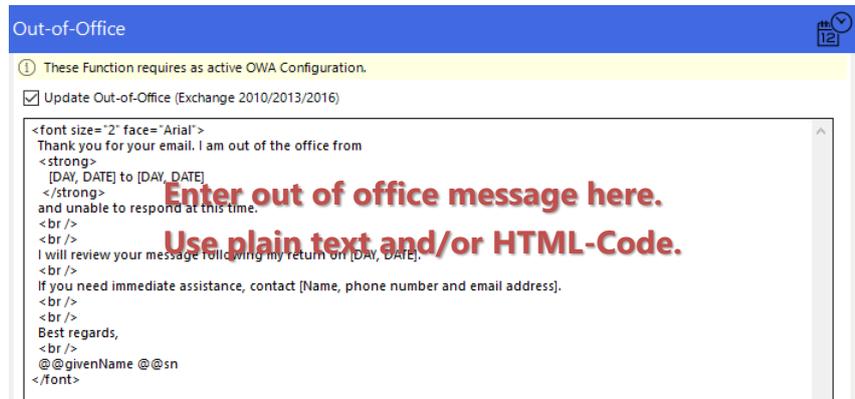


Figure 19 Out-of-Office configuration

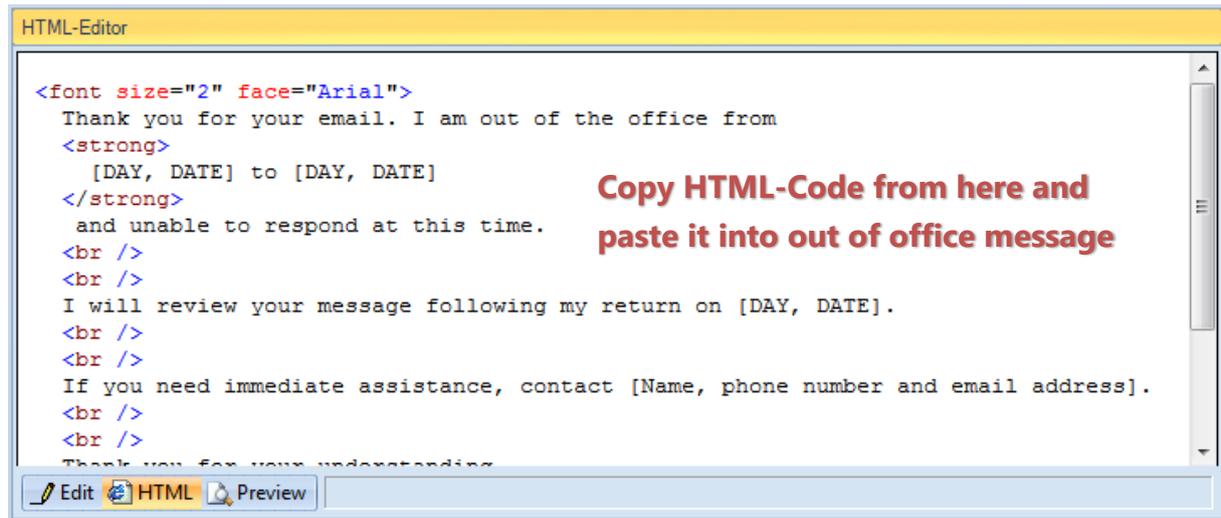


Figure 20 CI-Manager: Create out of office message and copy & paste the HTML-Code

OFFICE 365 / CLOUD / GOOGLE-APPS

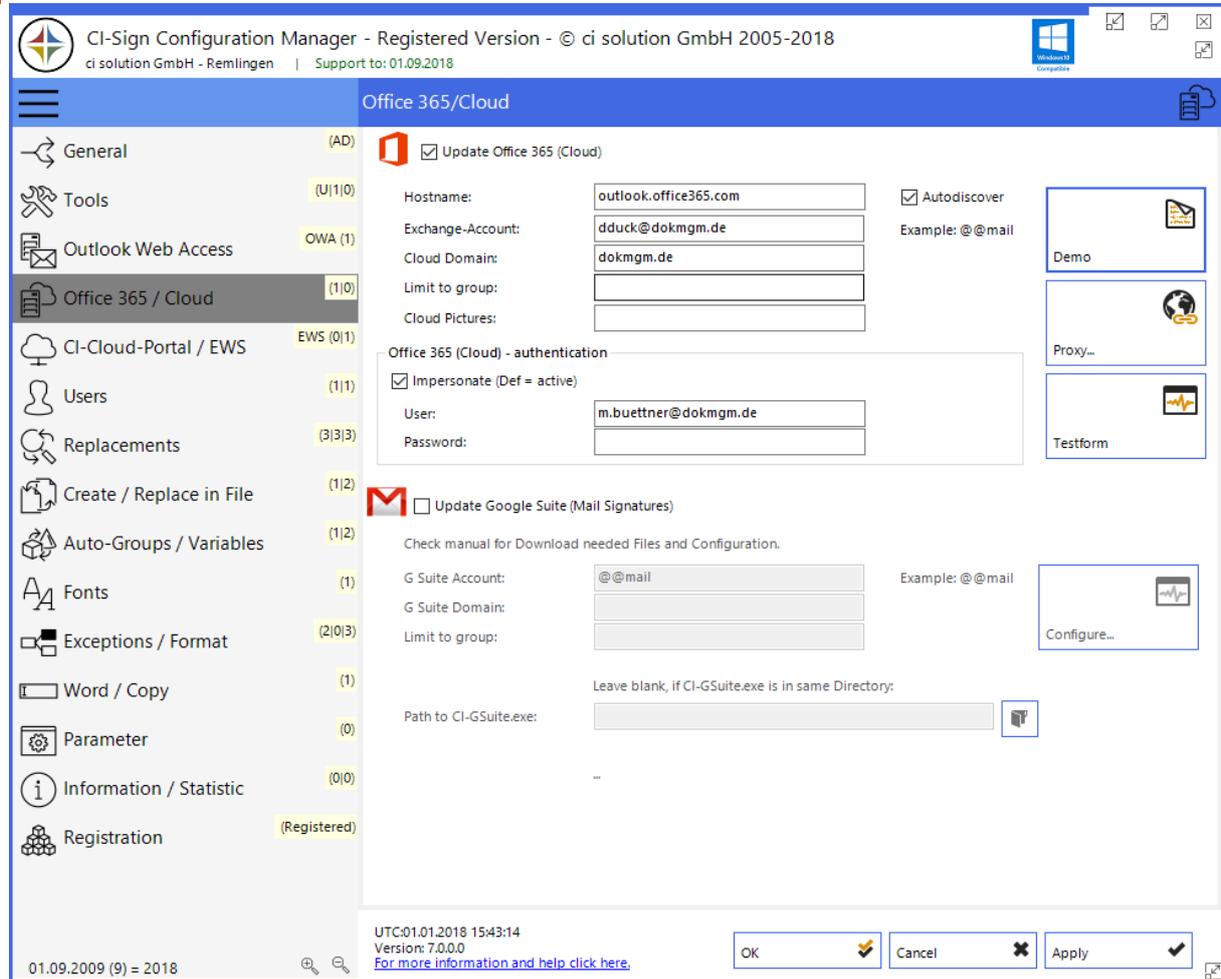


Figure 21 Office 365 Cloud settings

Update Office 365 (Cloud) (default: unchecked) - Activate to set the email signature in Office 365.

Hostname: The Hostname of your Cloud Account. Normally: outlook.office365.com

Exchange-Account: Specify which variable to use to identify the user's Cloud-Account. Set @@mail to use the user's email address. You can use any other @@variable (replaced by user data from Active Directory at runtime).

Cloud Domain: Enter your Cloud Domain here. If you are using @@mail for Exchange-Account, the domain will be replaced by the cloud domain.

Example: The 'local' email address is dduck@ci-solution.com.

The cloud domain is dokmgm.de. The email address used for the cloud will be dduck@dokmgm.de

If E-Mail Address is equal with Domain, you can leave the field blank.

Limit to Group: You can set here a Active-Directory Group if you just want to process specified Accounts

Cloud Pictures: (use a SSL / https Path). Sets the path for the graphics to this path. This allows you to change the paths within the signatures during processing of the OWA signatures.

This path must be set complete e.g. with „/" at the end.

Office 365 (Cloud) – authentication

Impersonate: default should be activated

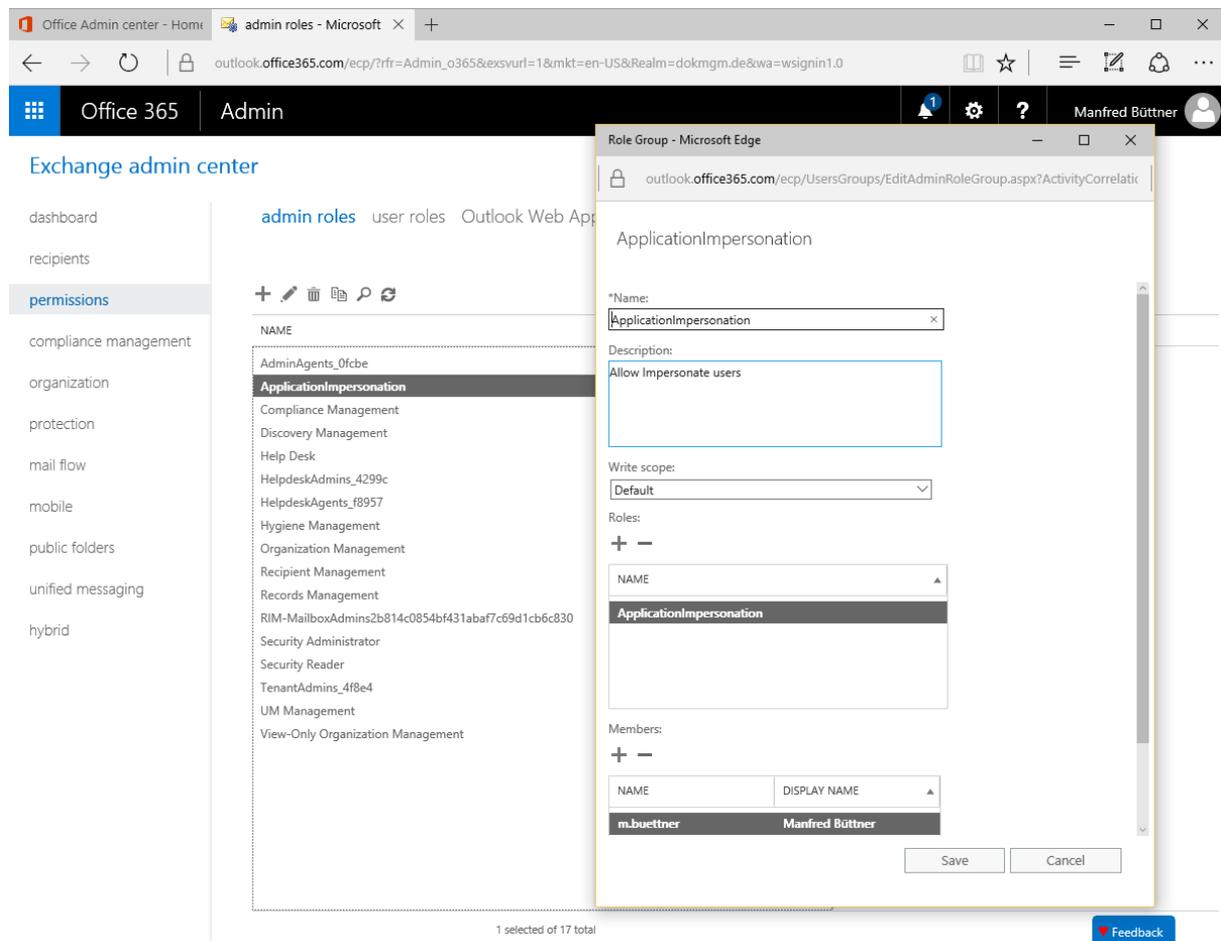
User: User with ApplicationImpersonation role

Password: Password of this user

Here is How to create Impersonation Role

To allow a user to set Signatures (and other Settings) you need to add a admin role "ApplicationImpersonation".

1. Login at Office 365 admin console
2. Go to Exchange admin center
3. Got to permissions
4. Create a "New Role Group" or edit existing
5. If new: enter a name for the group
6. Add the "ApplicationImpersonation" role to that group
7. Add the user account that you want to have this role to the Members box at the bottom
8. Save your changes

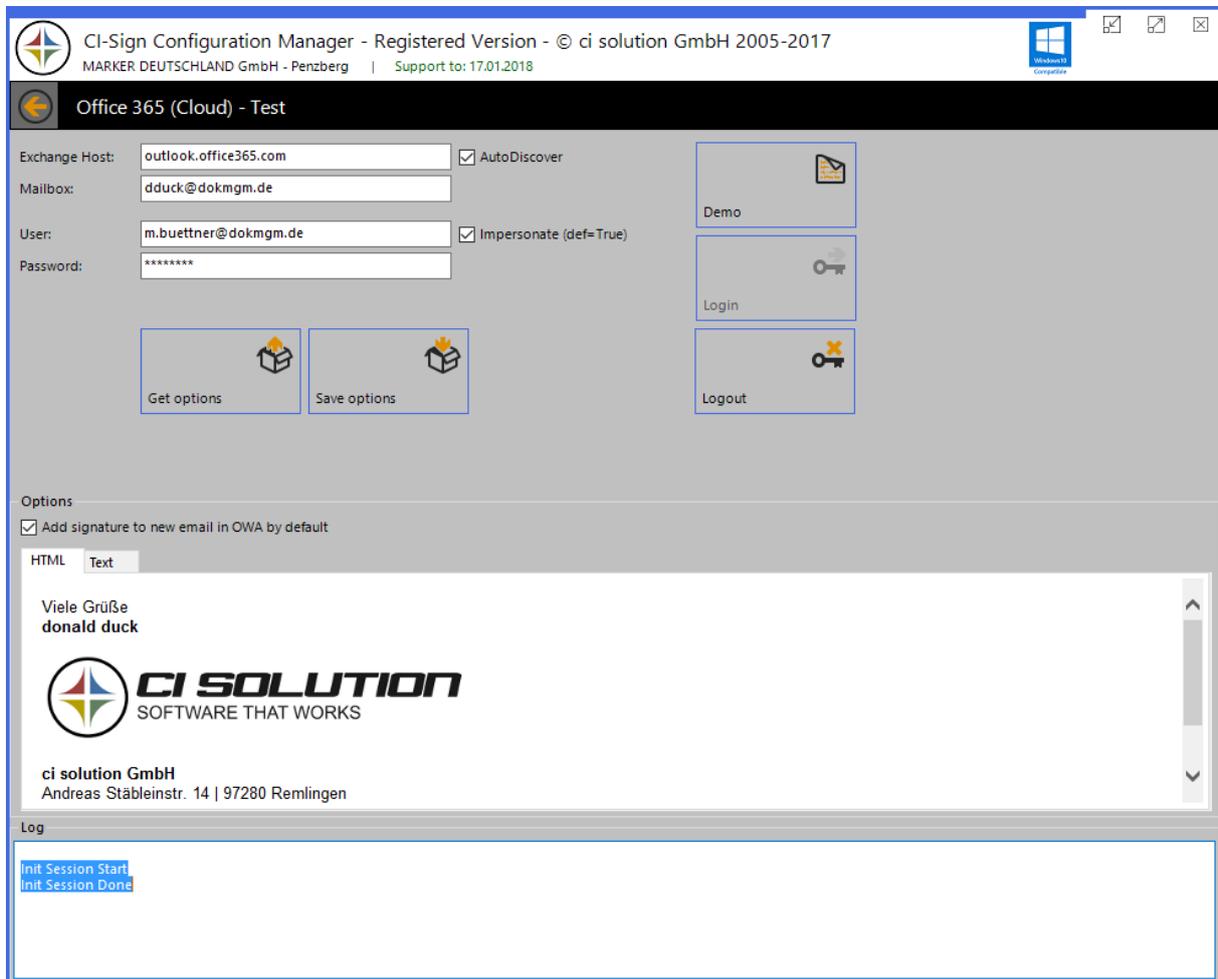


The screenshot shows the Office 365 Admin Center interface. On the left is a navigation pane with 'permissions' selected. The main area shows a list of admin roles, with 'ApplicationImpersonation' highlighted. A modal dialog box titled 'Role Group - Microsoft Edge' is open, displaying the settings for the 'ApplicationImpersonation' role group. The dialog includes fields for Name, Description, Write scope, Roles, and Members.

NAME	DISPLAY NAME
m.buettner	Manfred Büttner

Role Group Settings

USE CLOUD TEST-FORM TO VERIFY SETTINGS



CI-Sign Configuration Manager - Registered Version - © ci solution GmbH 2005-2017
MARKER DEUTSCHLAND GmbH - Penzberg | Support to: 17.01.2018

Office 365 (Cloud) - Test

Exchange Host: outlook.office365.com AutoDiscover
Mailbox: dduck@dokmgm.de
User: m.buettner@dokmgm.de Impersonate (def=True)
Password: *****

Get options Save options Demo Login Logout

Options
 Add signature to new email in OWA by default

HTML Text

Viele Grüße
donald duck


ci solution GmbH
Andreas Stäbleinstr. 14 | 97280 Remlingen

Log
init Session Start
init Session Done

Figure 22 Cloud Test Form

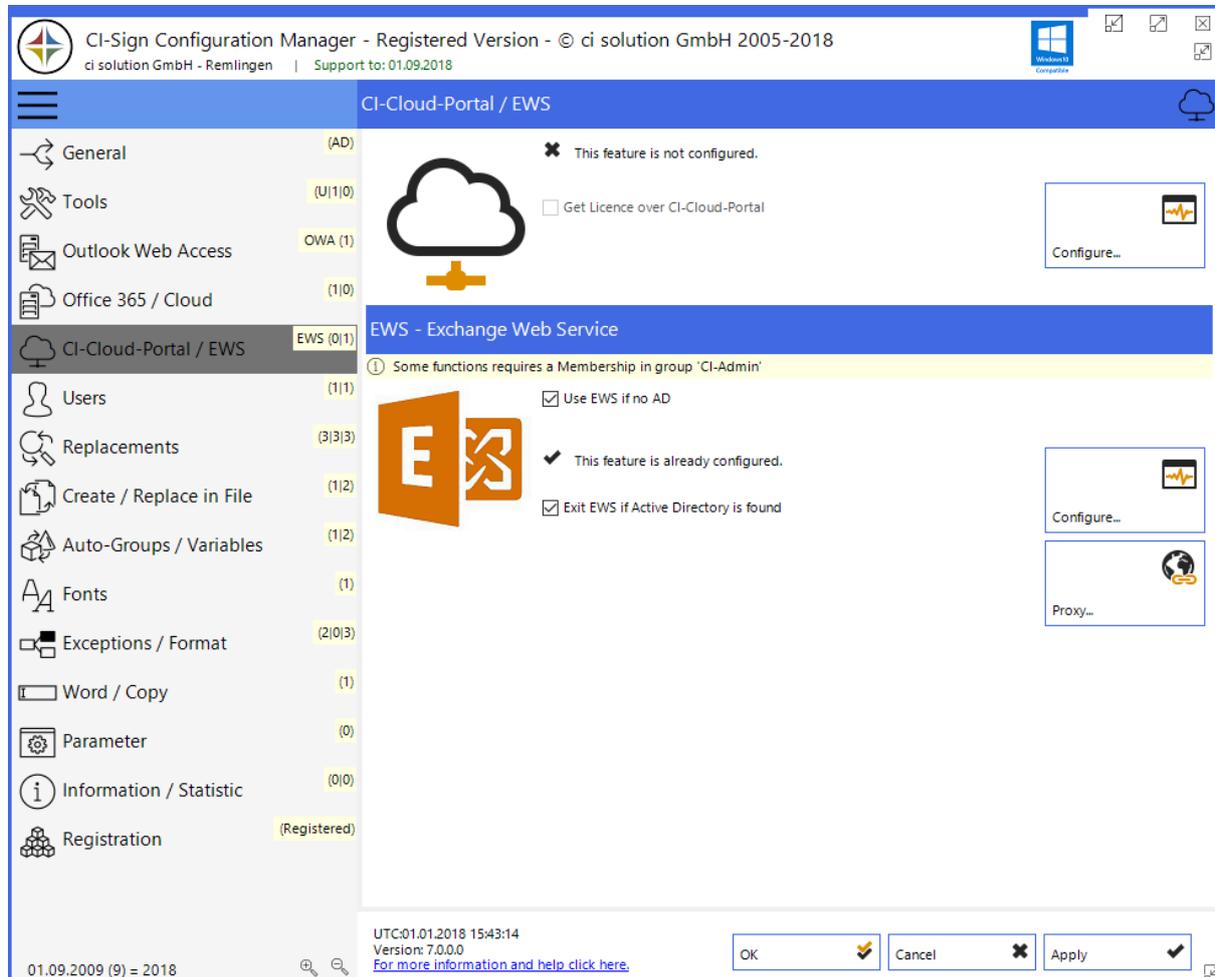
As for OWA, there also is a test form for the Office 365 Cloud. Enter a user's email address in "Mailbox" and hit "Login". If login is ok, the buttons "Get options" and "Save options" will be enabled.

The "Log" to the right displays information and errors.

If you can read and set a signature using this test form, CI-Sign will be able to set user's signatures at runtime or per scheduled task. See "How to ...update OWA Signatures for a specific Group from a Server (with a scheduled Task)?" for more information an automation with scripts and scheduled tasks.

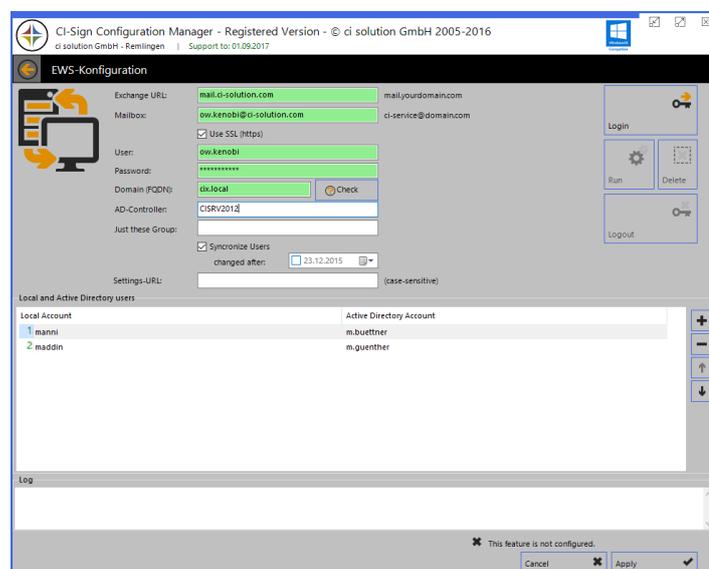
CI-CLOUD-PORTAL / EWS (EXCHANGE WEB-SERVICE)

The web-interface makes you independent from a filesystem, either for adapted user files (XML-interface) or also for other users (create signatures for other users).



Web-Service / Users

- **/ewssyncad** – Synchronizes the Active-Directory user as contacts to the mailbox
- **/ewssynctemplates** – Synchronizes the templates and settings to the mailbox
- **/ewssyncall** – Synchronizes the Active-Directory user as contacts in the mailbox as well as the templates and settings.
- **/ews** – for testing purposes, hereby you can prevent an Active-Directory return, so the EWS interface is used
- **/ewsexplicit** – Test EWS with active option „Exit EWS if Active Directory is found“



USERS

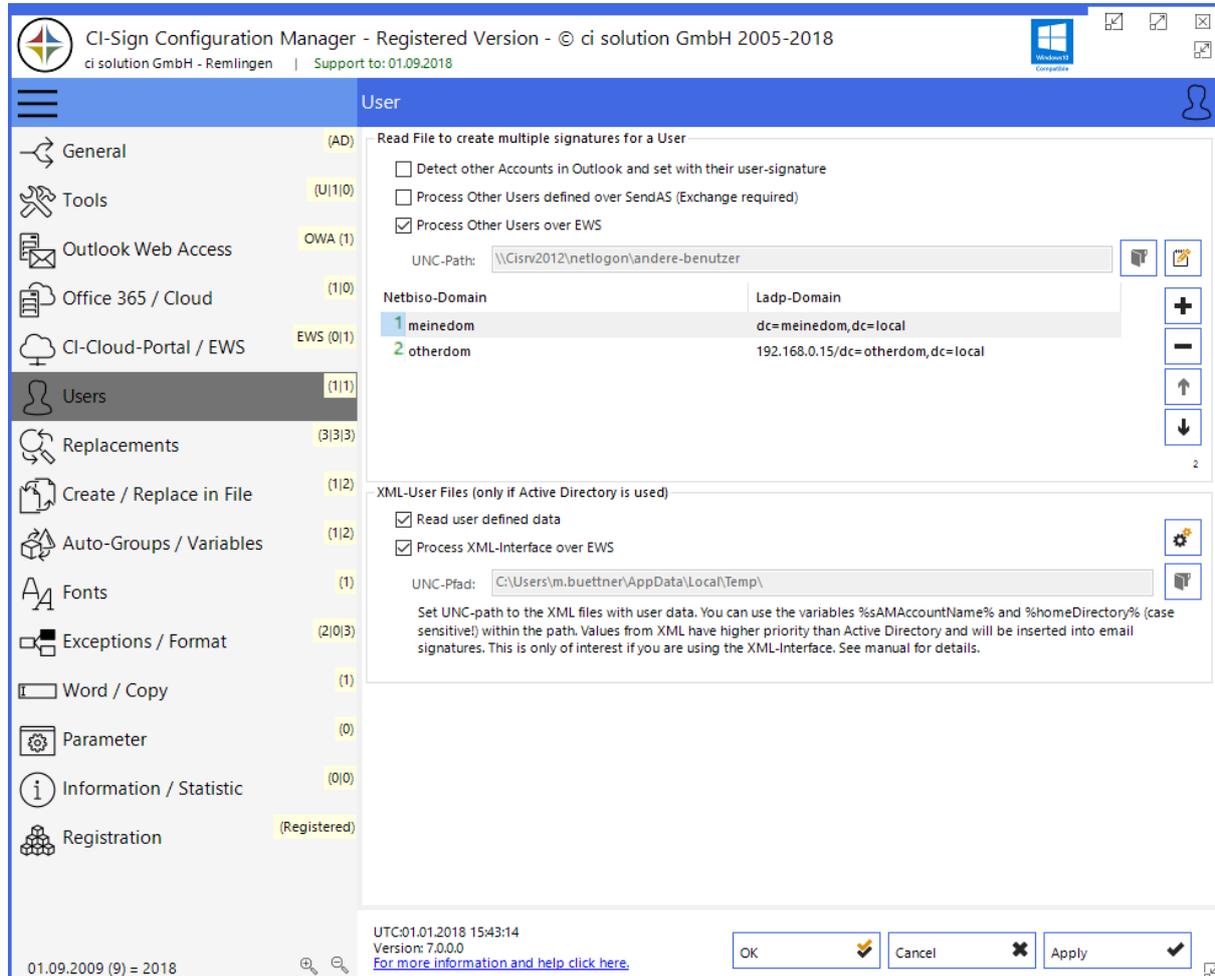


Figure 23 Users

Create multiple signatures for a user

Usually (> 99 %) the user only needs his own signatures. But in some cases, a user (a) might also need the signature of another user (b), because he/she is writing emails in his name. To centrally manage this, we recommend you create a folder on a network share. Enter the UNC-Path to this share into the form.

Detect other Accounts in Outlook and set with their user-signature

Detects further Accounts (Outlook 2010 or higher) automatically and creates a Signature for this user. The default signature is set the same as for „Mainuser“.

Place a text file into the folder. The name of the text file must match the user’s (a) logon-name. Say **m.smith.txt**. Now add all other user’s logon-names (b, c, d,...) to this text file from whom m.smith needs email signatures. Add one name per line.

The content of m-smith.txt might look like this:

```
g.adams
a.walker
j.daniels
```

Create these textfiles in an own network-directory, e.g. in a subfolder in your Netlogon-Directory.

Specify the path in the CI-Sign configuration at "UNC-Path". Additionally you can use the variable %logonserver% and %temp%. If CI-Sign detects a textfile with the name of the logged-in user, the extra signatures will be generated. Sample in How to...

If the users are in another domain, you can specify them like this: `cisolution\mueller`, `Domain1\meier`, `schulz`

In bottom table you can define domain names, if you have multiple domains and need users like:

Domain1\mueller and domain2\mueller:

Beispiel: `cisolution` ...`DC=ci-solution,DC=local` oder `DC=192.168.10.1/DC=ci-solution,DC=local`

XML-User Files – specify UNC-path (example: `\\ComputerName\SharedFolder\Resource`) to XML files with user data. You can use the variables %sAMAccountName% and %homeDirectory% (case sensitive!) within the path. The user must have read/write access to this path. Data from XML Files has higher priority than Active Directory Data and will be inserted into the email signature.

This is only of interest if you are using the XML-Interface, which allows users to change/overwrite their user data from Active Directory. See System requirements

Windows NT, 2000, XP, Vista, 7, 8 (32 or 64 bit).

At least .NET Framework 2 Service Pack 1

(If you wish to set email signatures in OWA -- Exchange 2003 / Exchange 2007 / Exchange 2010 / Exchange 2013)

CI-Sign can be used on all systems that have at least .Net Framework 2 – also Terminal server, Citrix (also AIE Mode).

XML Interface – Active Directory Import for details.

REPLACEMENTS

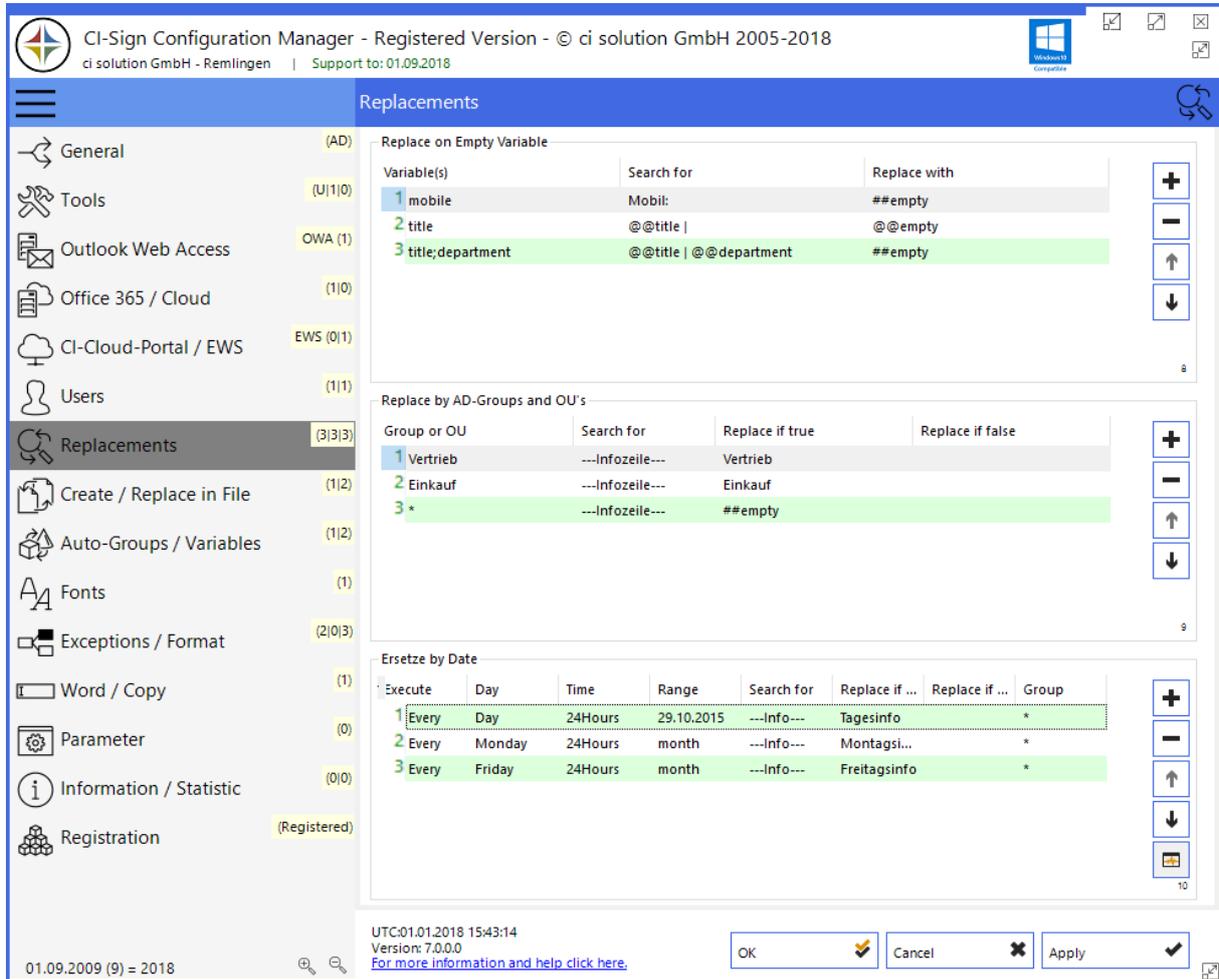


Figure 24 Perform search and replace on empty variables and AD-Group / OU membership

Search and replace in email signature templates before conversion (before Active-Directory data is inserted).

Replace on empty variable: Perform search and replace if a specific variable is empty.

Replace by AD-Groups and OUs: Perform search and replace depending on membership to AD-Group or OU.

CREATE / REPLACE IN FILES

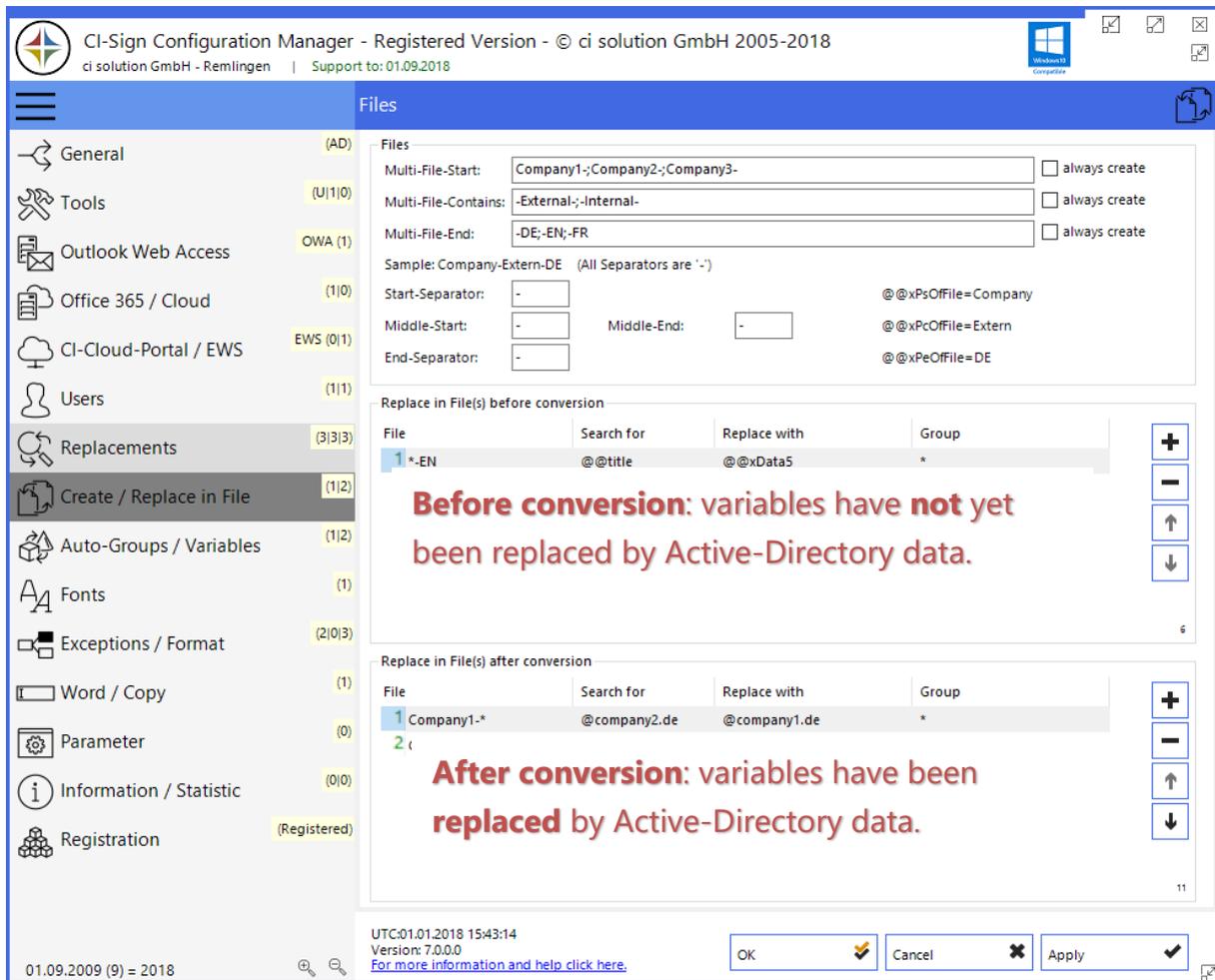


Figure 25 Create multiple files from one signature template

The "Files" function creates multiple files (email signatures) from one base template. This is often used for creating multi-lingual signatures.

Let's have a closer look at the example configured above. The base template is **Company1-external-EN** (Multi-File-Start + Multi-File-Contains + Multi-File-End -- see yellow marker). This template is the base from which all other signatures will be created – it must therefore exist. The subparts of the base template (yellow) will be replaced by the others (red).

This setting will result in a maximum of 18 signature files (3 * 2 * 3):

Company1-external-EN (already existed), Company1-external-DE, Company1-external-FR
 Company1-internal-EN, Company1-internal-DE, Company1-internal-FR

Company2-external-EN, Company2-external-DE, Company2-external-FR
 Company2-internal-EN, Company2-internal-DE, Company2-internal-FR

Company3-external-EN, Company3-external-DE, Company3-external-FR
 Company3-internal-EN, Company3-internal-DE, Company3-internal-FR

It is possible to control which signature(s) will be assigned to the user. This is done by activating the option "only deploy signatures if user is in group / OU" in the "General" tab and setting the allocation in the table. This is really advanced configuration. Get in contact with us if you need / plan to use this function.

This function provides search and replace in the email signature files before and after conversion. "before conversion" means that the variables have not yet been replaced by the corresponding Active Directory data. You can search and replace @@- and #-Variables (e.g. @@streetAddress, @@facsimileTelephoneNumber, ##mobile ...).

File: Define the file to search and replace in. Example:

* = all files

*-DE = all files ending -DE e.g. Company1-internal-DE, Company2-external-DE

Group: Limit rule to AD-Group or single user. Use * for all.

AUTO-GROUPS / VARIABLES

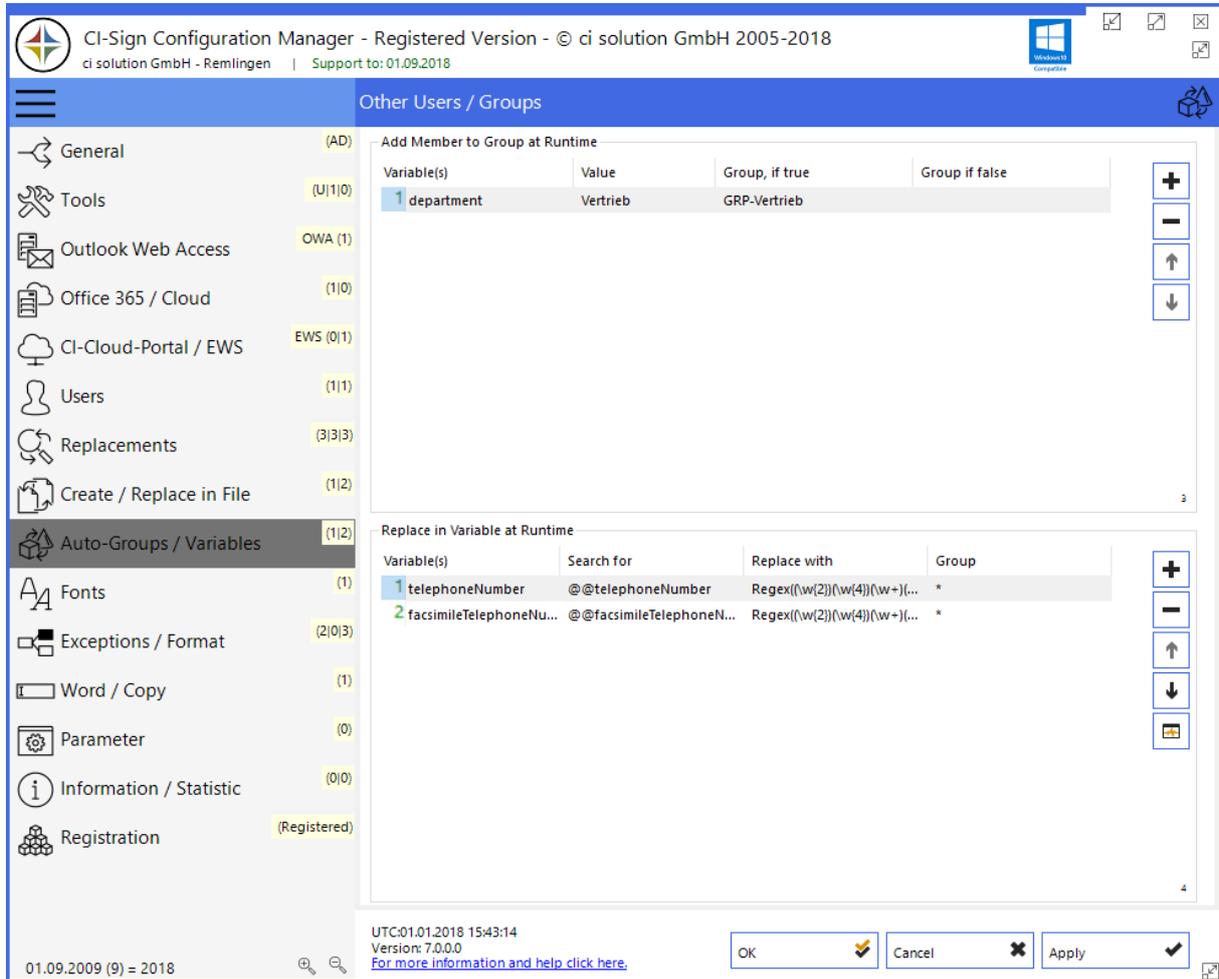


Figure 26 Options: multiple signatures and "on-the-fly" groups

Add member to group at runtime

This function allows you to assign users to groups "on the fly", based on filters. From example above: assign user with @@sAMAccountName (Logon-name) "neo" to group "matrix". This is a temporary group, created "on the fly" and only existent as long as CI-Sign is being executed. So no changes to Active Directory are made. Nevertheless, these temporary groups are treated and can be used within CI-Sign as "real" AD-Groups.

FONTS

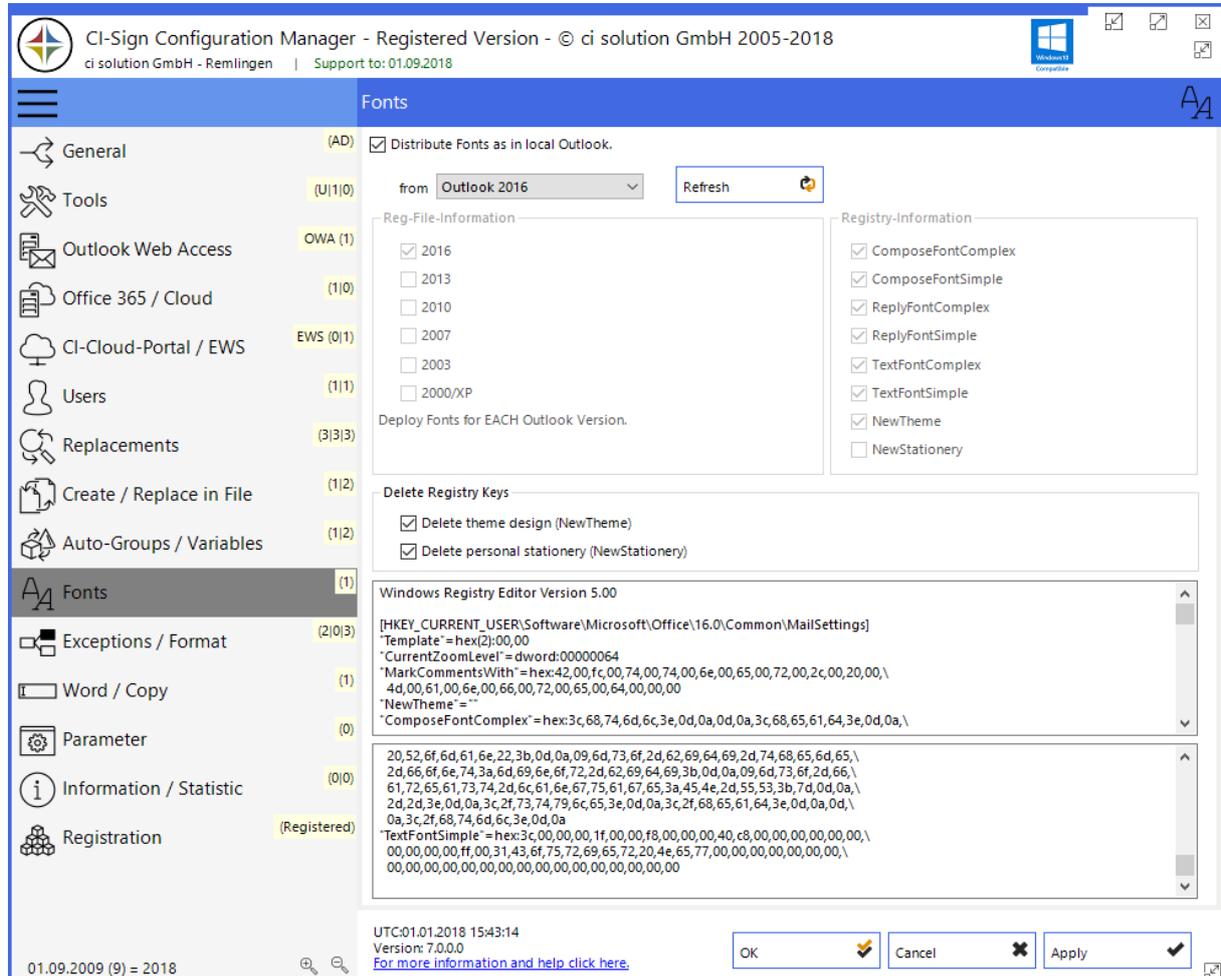


Figure 27 Distribute fonts as configured in local Outlook (see Outlook Personal Stationery settings)

Use this function to unify the fonts used in Microsoft Outlook for writing emails over all clients. First, configure fonts, theme and stationery in your local Outlook. This is the basis for further steps. Now open the tab shown above and select the version of your local Outlook. Hit the button "Refresh". CI-Sign reads the Outlook settings from the Windows Registry. Activate "Delete NewTheme" and "Delete Newstationery" to delete stationery, backgrounds and themes in clients Outlook. CI-Sign creates a text file with the necessary registry keys (_reg14-0.txt in case of Outlook 2010). The keys will be written to the Windows Registry on next client-side execution of CI-Sign.

Repeat this process for all MS Outlook versions you have (you want to set) in your network environment. So any compatibility issues of various versions of Outlook can be prevented.

EXCEPTIONS / FORMAT

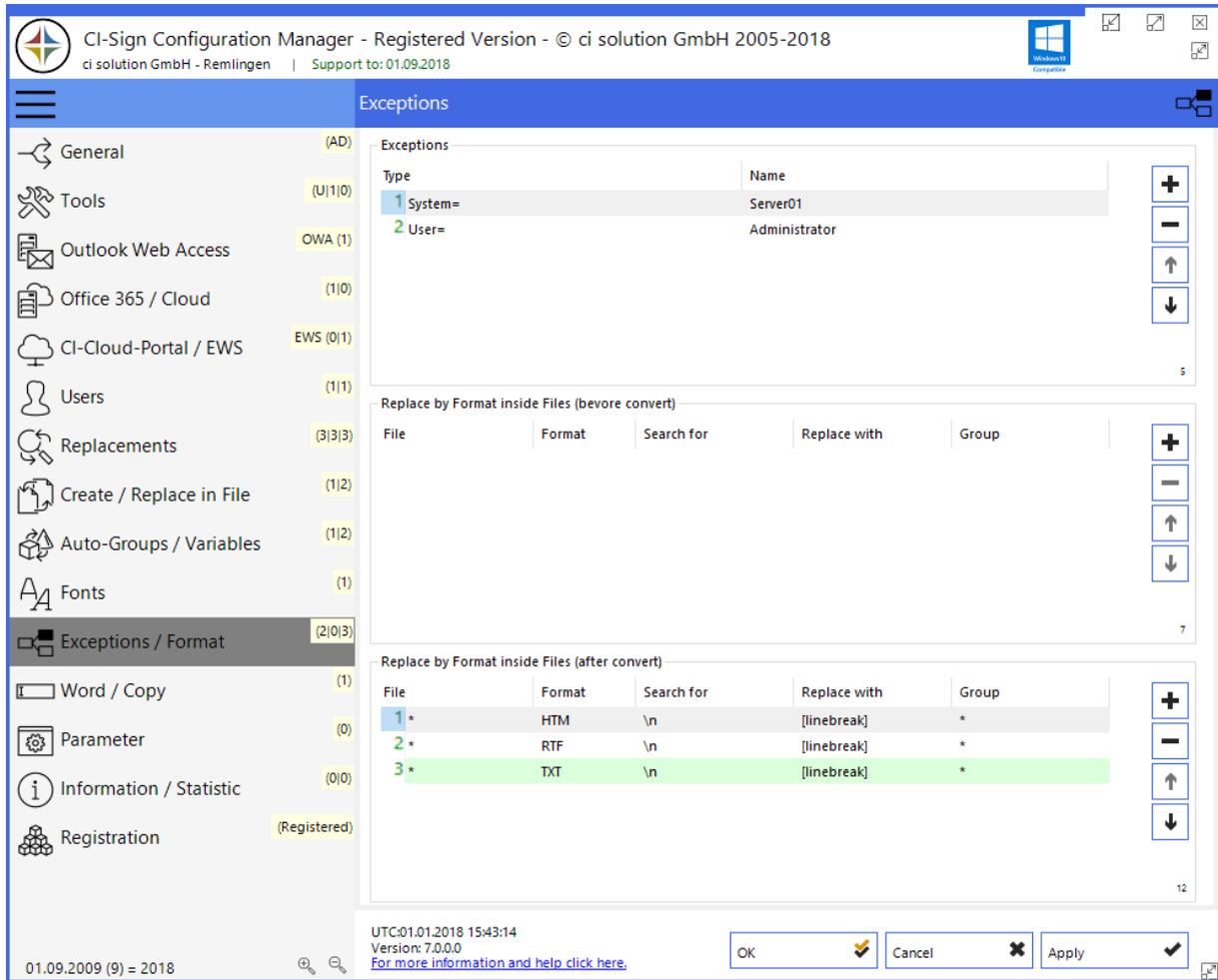


Figure 28 Exceptions: CI-Sign will be canceled if rule matches

In some cases, you might not want CI-Sign to be executed. Here you can define rules to achieve this. As soon as one rule matches, execution of CI-Sign will be cancelled.

WORD / COPY

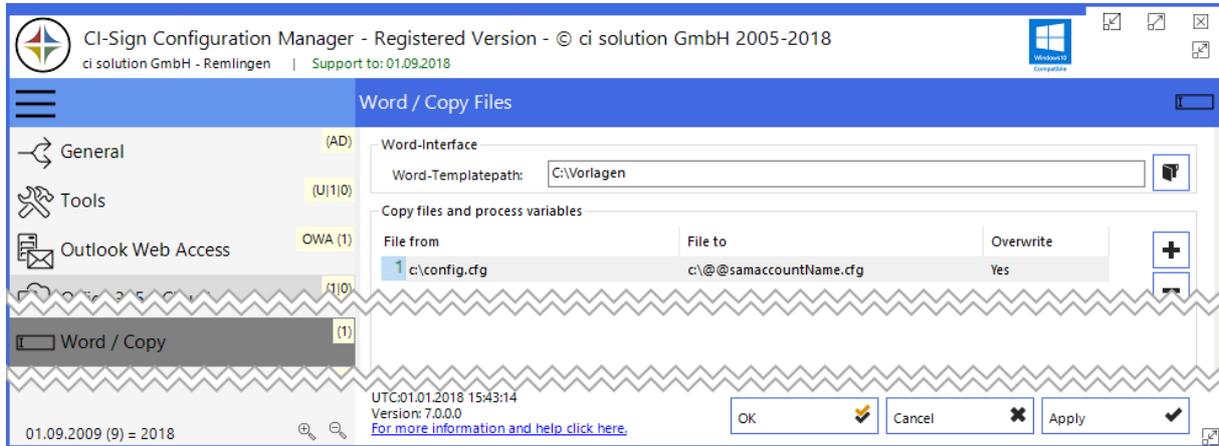


Figure 29 Word-Interface options

You can use this function to insert user data from Active Directory into Word templates (e.g. for business letters, invoices, ...).

To prepare for using the Word-Interface create a template folder and put at least one Word template (.dot or .dotx) in it. If you arrange your templates in subfolders CI-Sign will show them in registers/tabs. Specify the path to the template folder in the settings dialog.

Now edit your Word template and insert bookmarks with the names of the AD variables (without @@ or ##) to insert the user data from Active Directory.

Example: to insert the user's first and last name add to bookmarks; first named *givenName* and second *sn*. If you need to use a variable more than once within a template/document use *xx_1,xx_2, ...*

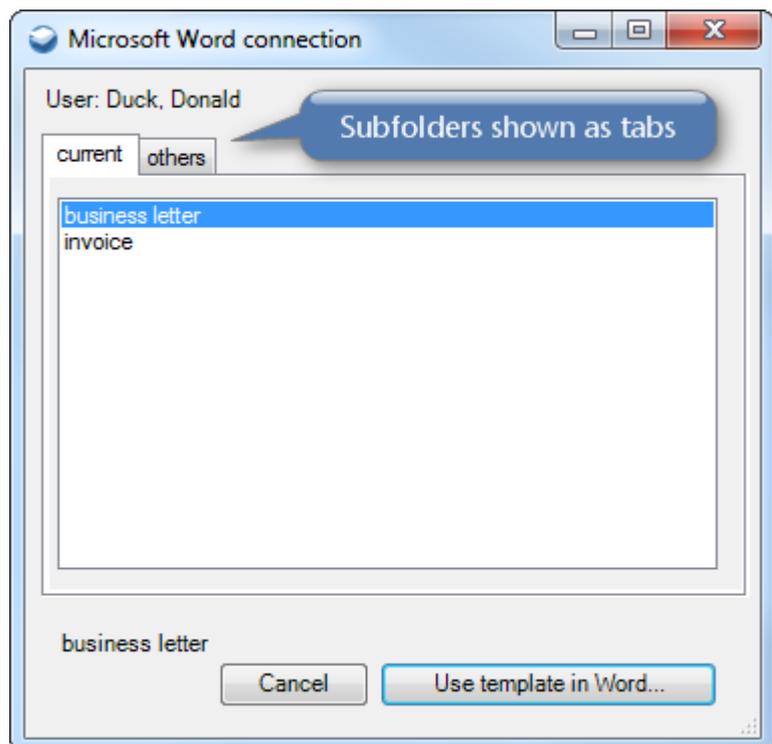
For *givenName* (first usage), *givenName_1* (second usage, *givenName_2* (third usage), ...

Beware: If *_1* does not exist for a specific variable the software will not search for *_2*.

Run CI-Sign with the parameter `/word` or use `Word-Net.VBS` to open the Word Interface dialog.

Select a template and click "Use template in Word...". Word opens, creates a new document based on the template and inserts the user's data.

Isn't that cool? ;-)



Word interface dialog

PARAMETER

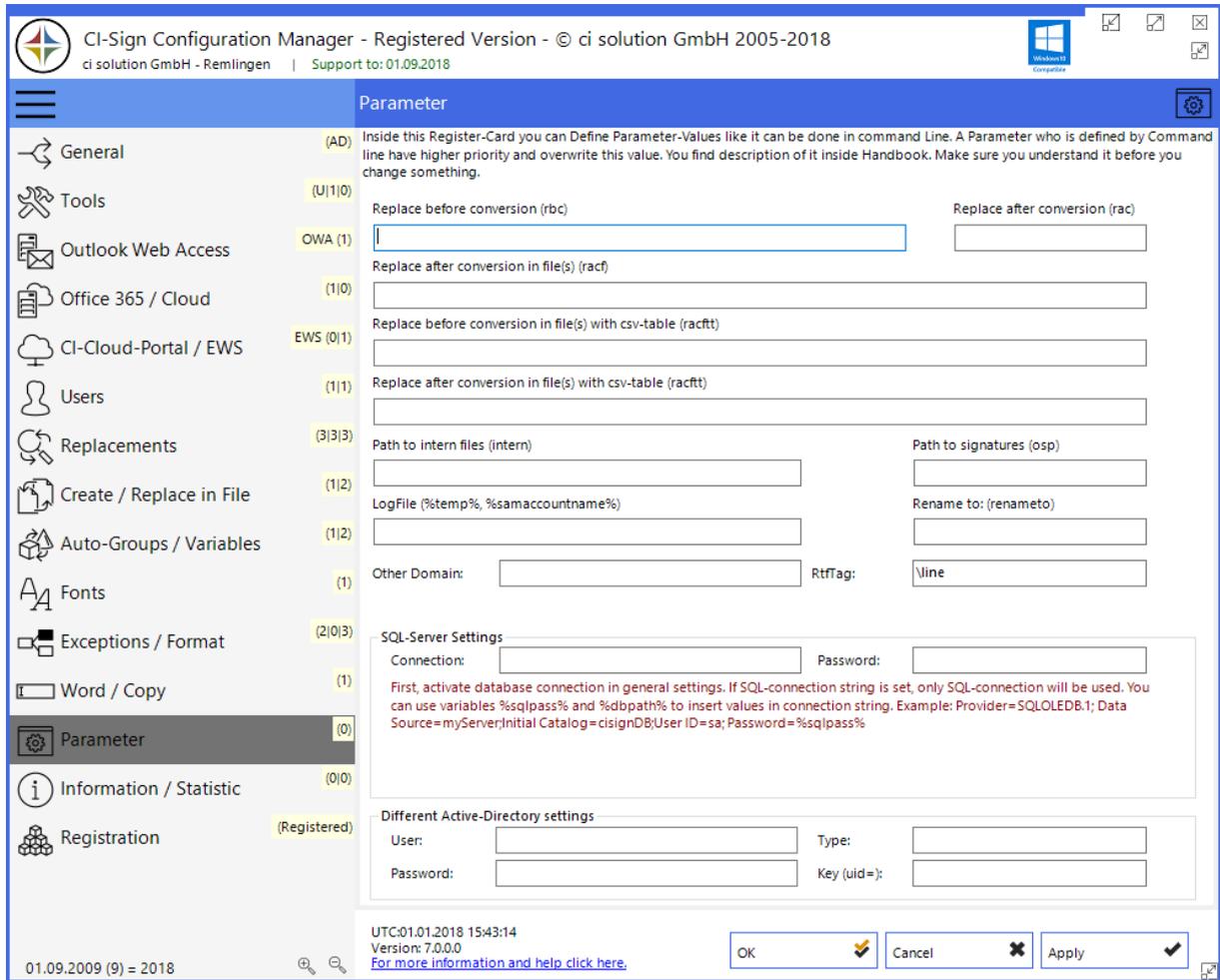


Figure 30 Advanced configuration parameters

Important: The settings in this tab are really advanced and only for specific needs. Please check necessity before using these settings.

Also see Chapter “Start-Parameters (Command Line Parameters)” for details regarding the individual parameters.

Multilingual signatures: See Chapter How to ...create multilingual Signatures from one template?

INFORMATION / STATISTIC

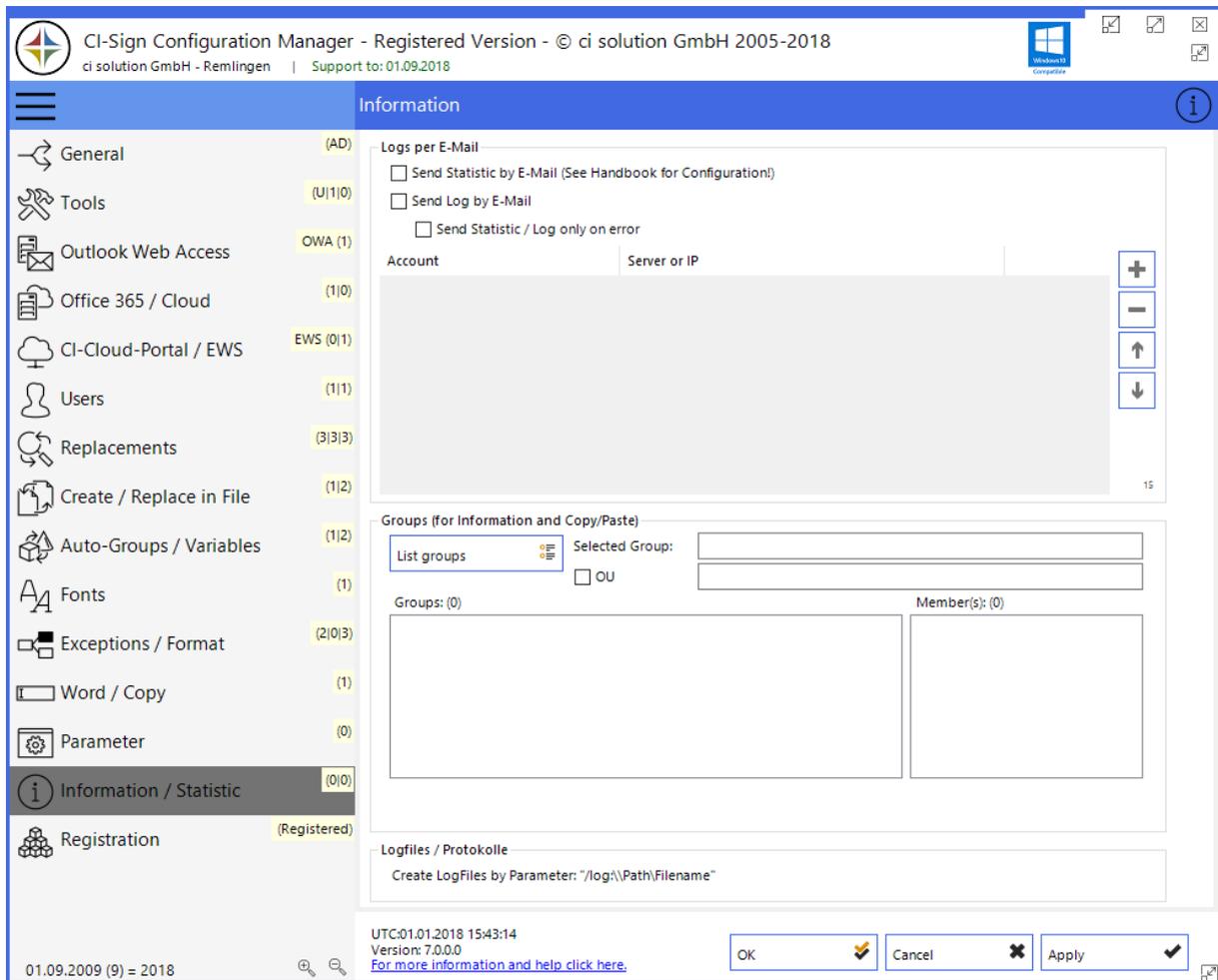


Figure 31 Set email notification, statistic and list AD-Groups

Here you can activate email report for automatic processes like: /pfimport, /autoadmin, /pfautoimport
 You can also activate it with parameter /auto.

Send statistic by email

In combination with CI-Manager you get an overview from which users on which pc's CI-Sign gets executed. You'll see if everything worked fine or if there were any problems. See chapter 14 Configure statistic on how to set up statistic in CI-Manager.

The Groups function lists all groups from your Active Directory (if you have a lot of groups it may take some time to gather them all). If you select a group you will see all members of that group. This function is purely informal.

REGISTRATION

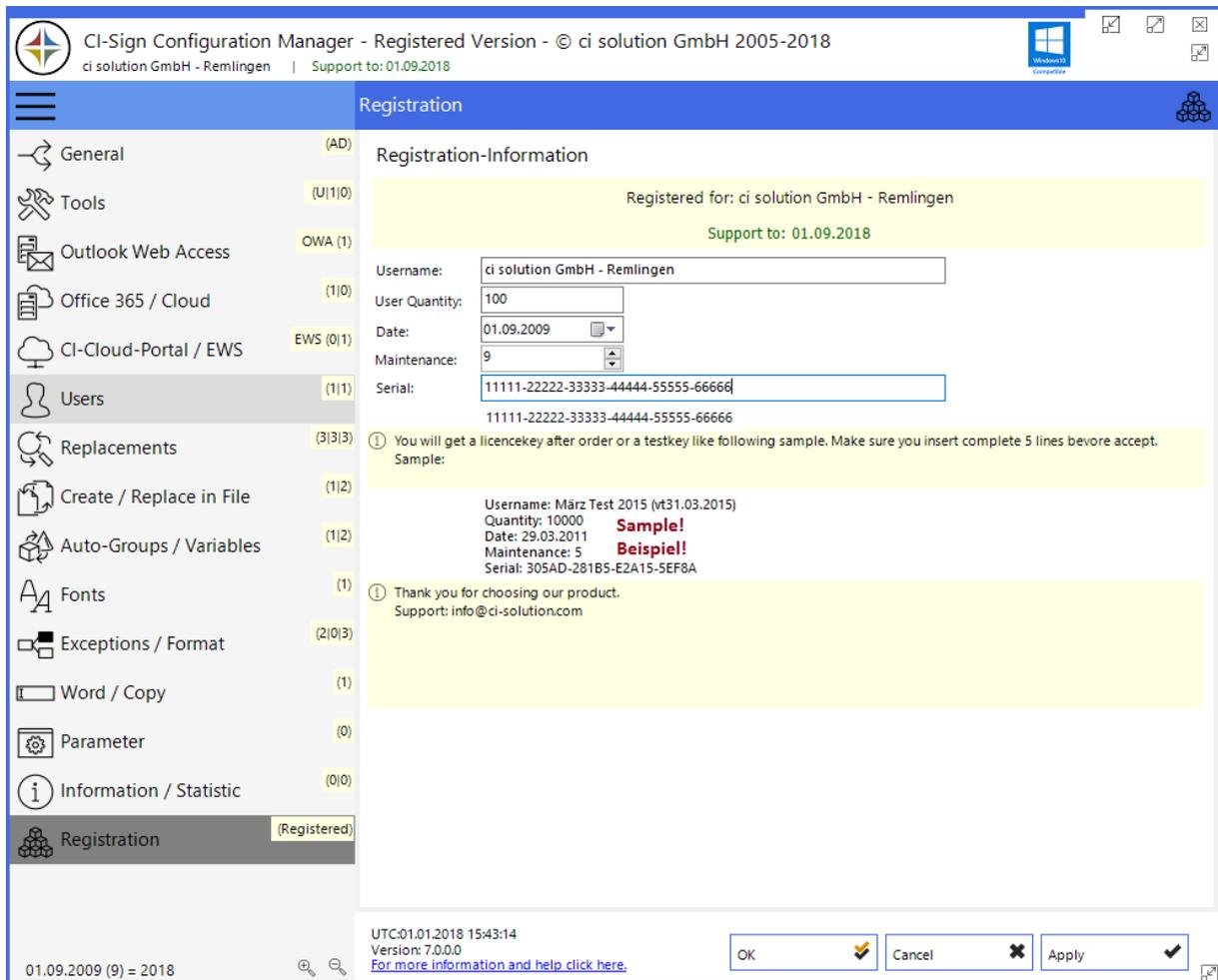


Figure 32 Software registration tab: Enter your license-key here

The software download from our website (www.ci-solution.com) is a trial version. You must add the variable @@demo. Otherwise only first- (@@givenName), surname (@@sn) and initials (@@initials) will be replaced with data from the Active Directory (or database). Dynamic ##variables and special variables do not work in trial version.

When downloading from our official website you will get a test-license-key (don't hesitate to contact us if you need a new / longer valid test-licence-key). After purchase, you will receive an unrestricted license-key. Be sure to copy all values (username, user quantity, date, maintenance and serial) of the license-key into the registration form. Hit "Apply". If the key has been entered correctly (and is valid) "Registered for" will appear.

11. @@ VARIABLES

For demo version only first-name, initials and second-name are available!

In "variable" you can set the following variables.

They will be replaced by data from Active Directory.

Note: Copy the variables directly from the list to avoid mistakes.

Tab english Register deutsch	Label english Beschriftung deutsch	Attributname	Variable
General Allgemein	First name Vorname	givenName	@@givenName
	Initials Initialen	initials	@@initials
	Last name Nachname	sn	@@sn
	Display name Anzeigename	displayName	@@displayName
	Description Beschreibung	description	@@description
	Office Büro	PhysicalDeliveryOfficeName	@@PhysicalDeliveryOfficeName
	Telephone number Rufnummer	telephoneNumber	@@telephoneNumber
	Other Telephone number Andere Rufnummern	otherTelephone	@@otherTelephone
	E-mail E-Mail	mail	@@mail
	Web page Webseite	wWWHomepage	@@wWWHomepage
	Other Web pages Andere Webseite	url	@@url
Address Adresse	Street Strasse	streetAdress	@@streetAdress
	P.O. Box Postfach	postOfficeBox	@@postOfficeBox
	City Stadt	l	@@l
	State/province Bundesland / Kanton	st	@@st
	ZIP/Postal code PLZ	postalCode	@@postalCode
	Country/region Land / Region	CO	@@CO
Account Konto	User logon name Benutzeranmeldename	UserPrincipalName	@@UserPrincipalName
	User logon name (pre- Windows 2000) Benutzeranmeldename (Nt 3.5x / 4.0)	sAMAccountName	@@sAMAccountName
	Log On To Anmelden	logonWorkstations	@@logonWorkstations
Profile Profil	Profile path Profilpfad	profilePath	@@profilePath
	Script path Anmeldeskript	scriptPath	@@scriptPath
	Home Folder local Path / Connect to Basisordner lokaler Pfad / Verbinden von UNC (Pfad)	homeDirectory	@@homeDirectory
	Connect to (Driveletter) Basisordner verbinden von (Buchstabe)	homeDrive	@@homeDrive

Telephones Rufnummern	Home Privat	homePhone	@@homePhone
	Other Home Andere Privat	otherHomePhone	@@otherHomePhone
	Pager Funkruf	pager	@@pager
	Other Pager Andere Funkruf / Pager	otherPager	@@otherPager
	Mobile Mobil	mobile	@@mobile
	Other Mobile Andere Mobil	otherMobile	@@otherMobile
	Fax Fax	facsimileTelephoneNumber	@@facsimileTelephoneNumber
	Other Fax Andere Fax	otherFacsimileTelephoneNumber	@@otherFacsimileTelephoneNumber
	IP phone IP-Telefon	ipPhone	@@ipPhone
	Other IP phone Andere IP-Telefon	otherIpPhone	@@otherIpPhone
	Notes Anmerkung	info	@@info @@info_Enter (berücksichtigt Zeilenumbrüche) info00 to info09 read per line from Notes-Field
Organization Organisation	Title Anrede	title	@@title
	Department Abteilung	department	@@department
	Company Firma	company	@@company
	Manager Vorgesetzte(r)	manager	@@manager
Member of Mitglied von	Member of Mitglied von	memberOf	@@memberOf
	Primary group Primäre Gruppe	primaryGroupID	@@primaryGroupID
Further Attributes Weitere Attribute	cn cn	cn	@@cn
	distinguishedName distinguishedName	distinguishedName	@@distinguishedName
	Language Sprache	c	@@c
Extendet Attributes Erweiterte Attribute	xData1 .. xData15 In Exchange are these fields: extensionAttribute 1..15.	xData1 bei xData2 to xData5 @@xData2x0 .. @@xData5x0 @@xData2x1 .. @@xData5x1 @@xData2x2 .. @@xData5x2	@@xData1 ... @@@xData15
UserDefined	ov1 bis ov5	Parameter	Parameter
empty	@@empty / ##empty	Immer gelöschte Variable	z.B. für Ersetzungen
employeeType	@@ employeeType	AD-Variable unsichtbar	
personalTitle	@@personalTitle	AD-Variable unsichtbar	
empty	@@empty / ##empty	Immer gelöschte Variable	z.B. für Ersetzungen
r2cOffile	@@r2cOffile	Spezielle Variable	Last 2 charsof filename

Tip: Copy the variables directly in the HTM template. Then you do have no spelling errors.

Note: Variables are case sensitivity.

12. ## VARIABLES

All named @@variables can be set as ##variables.

If the variable is empty the complete line will be deleted.

Sample:

mobile: <nothing>

The complete line will be deleted!

For using ##Variablen it is important that signatures don't contain unnecessary tags. We recommend the use of a HTML editor like MS-Frontpage.

**In the HTML-Format only
 tags can be used for linebreak.**

**(
 must be written in lower case letters!)**

```
<font size="2" face="Arial">
  <br />
  Tel: @@telephoneNumber
  <br />
  Mobile: ##mobile
  <br />
  E-Mail: @@email
  <br />
  <br />
</font>
```

In the RTF-format a line break must be defined with /line. (Should be created by HTML file)

The ci-manager considers the requirements! If you like to work with other editors (FrontPage, Expression Web etc.), consider please those specifications!

13. @@EMPTY / ##EMPTY VARIABLE

They can e.g. also begin for certain searches and replacing for replacing instead of „“(empty) „empty “variables. Thus you have „more intelligent “replacement possibilities, there after @@Variable e.g. always also the blank is removed, if the value is empty, and/or. with ##empty the variable always the complete line one deletes. Examples for it you find under register map „other “

14. CONFIGURE STATISTIC

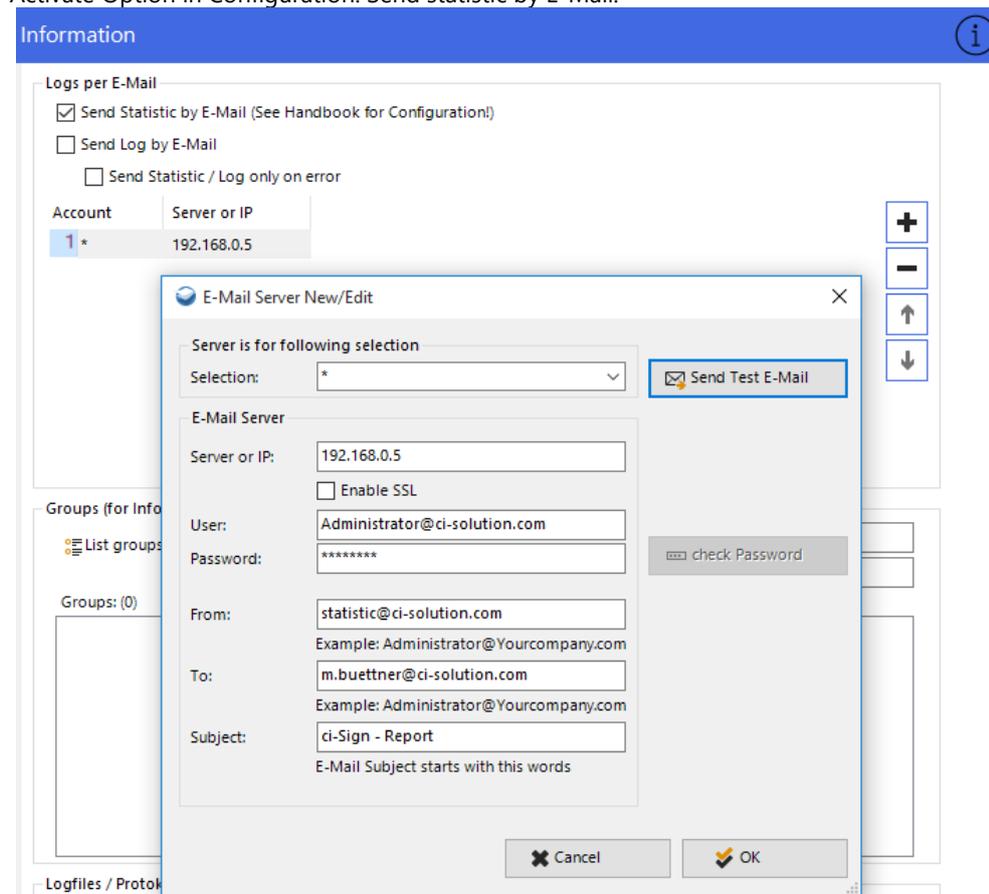
In conjunction with the given CI sign option send statistics email can in CI Manager received an evaluation displays the status of execution over different periods of time.

Why do we go via a mailbox?

Perhaps you know that CI sign doesn't write dependencies anywhere. So we can get away in complex environments without additional rights. So that it stays that way CI sign sent its status via E-Mail.

So set up a mailbox. You can use an existing user.

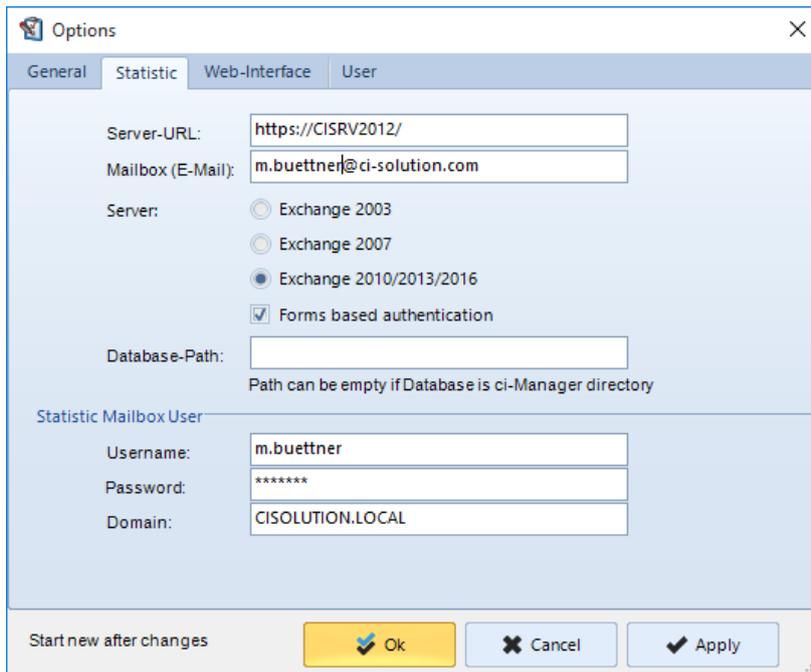
Activate Option in Configuration: Send statistic by E-Mail.



Screenshot: Configuration Information.

In Selection you can select * (All users) or you can different by Groups or OU's the current Server settings to send the E-Mail statistic

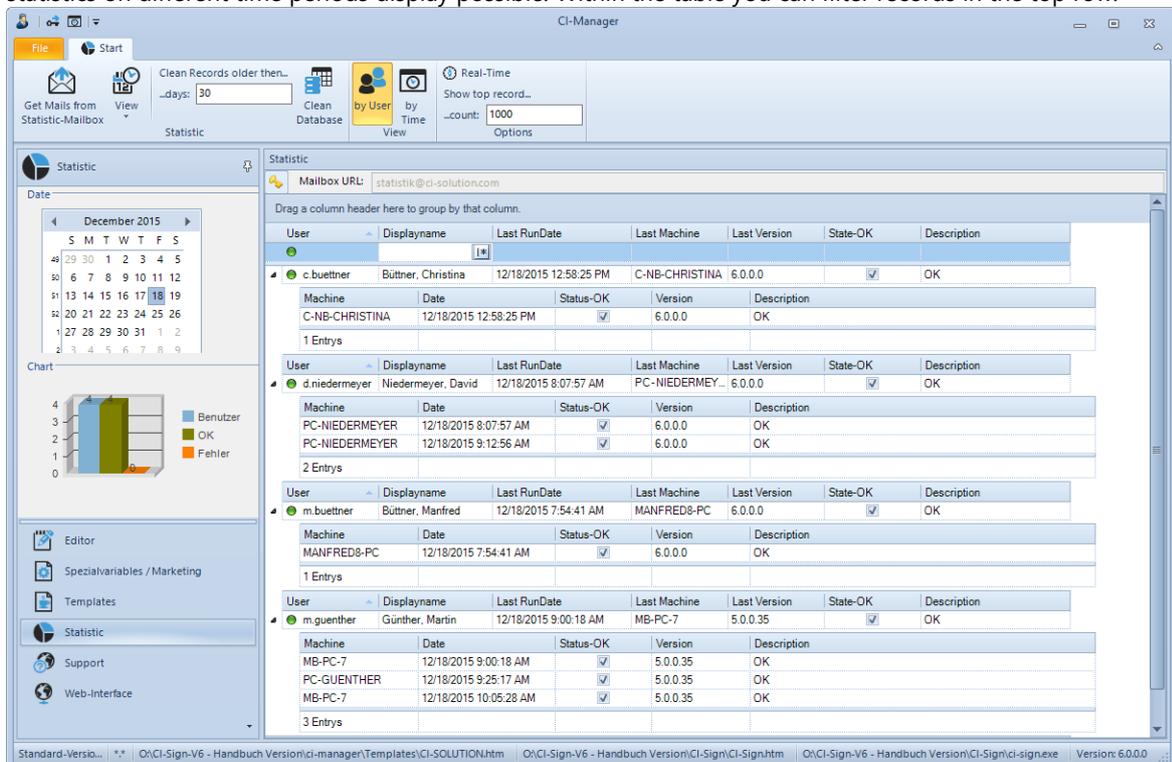
Configuration inside CI-Manager Options



Screenshot: Server settings for Exchange Mailbox.

A tool for the evaluation is now under statistics.

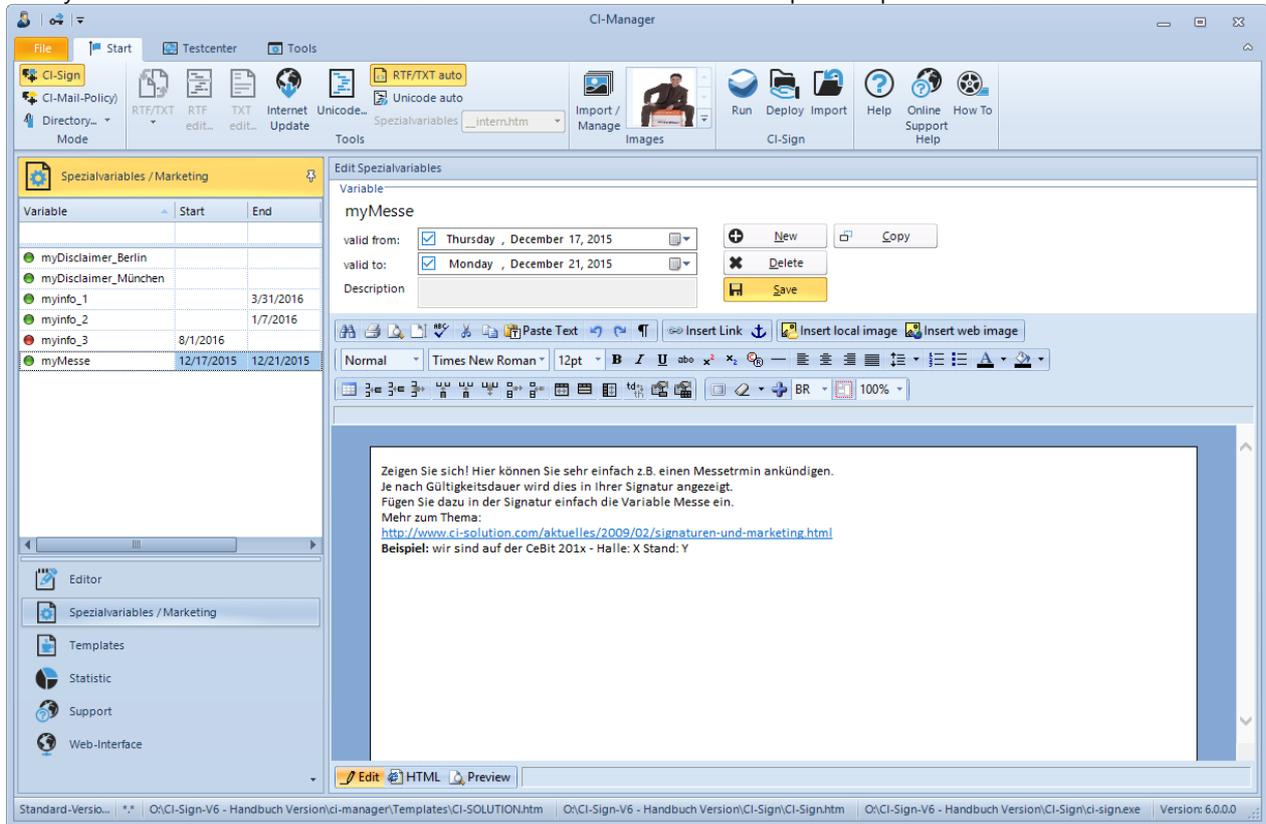
Pick up messages from the mailbox statistics. These are then evaluated and clearly displayed. You have also the statistics on different time periods display possible. Within the table you can filter records in the top row.



Screenshot: Statistic in CI-Manager.

15. CAMPAINS / MARKETING

The Manager (fig. 1) shows left the special variables tab at the bottom. Here you can set texts for information such as trade fair advertisement or product promotions.



As well as the signature itself, CI-Sign also gives you the option of announcing a trade fair date or advertising products and services. Every outgoing email will have a guaranteed insert. It's not hard to work out what you would have to pay for a service to provide such inserts. Just calculate the number of users multiplied by the average number of outgoing emails.

A realistic amount would be 5 cents per insert / click, which you would then have to multiply by the number of outgoing emails.

Here are a few examples of applications:

Basic procedure:

- a). To create a new variable or change existing ones, change on the left side of CI-Manager to "Special variables/Marketing".
- b.) You can set a period of validity for EVERY variable.
(If no date is given, the variable is always valid.)

There is the option of defining a start date, an end date or both.

In Editor, you can format the text to go with your variable according to your wishes.

Graphics can of course also be inserted.

1. ANNOUNCEMENT OF A TRADE FAIR DATE.

Let's take CEBIT as an example.

Create a new variable, "trade fair," in CI-Manager (if it doesn't already exist).

Now you can add a text.

E.g. We will be at CEBIT from 03.03 - 08.03.2009 in Hall 01 Stand 01.

If required, add a picture and set an end date: 09.03.2009

Click on Save.

Now, in Editor, change back to your signature.

On the left-hand side you'll find the list of variables. Scroll down within the list. The special variables are displayed here.

Set the cursor in your signature at the point where you want to insert the trade fair information.

Double click on the variable (##trade fair). This will now be inserted and if you have not entered a start date will be displayed immediately. From the 09.03.2009 the variable will no longer be valid and will therefore no longer be displayed.

You do not need to pay any further attention to the variable until the next trade fair is on the horizon.

Save your signature and after a test distribute it once more.

The new signatures will now be used in your company.

2. ADVERTISE PRODUCTS AND SERVICES

Let's stay with these examples and advertise 3 products or services at random.

We need the variables ##myInfo_1, ##myInfo_2, ##myInfo_3

Enter a corresponding validity period.

Process the corresponding variables with the text and save these.

Now switch back to Editor and enter the following variable: {##myInfo_random}

CI-Sign will now proceed as follows:

The valid variables will be entered.

If more than one variable is valid, one will be selected at random and positioned in the corresponding place.

3. COMBINE VARIABLES WITH ACTIVE DIRECTORY DATA.

Let's assume that you have two branches or companies and want to create different managing directors, disclaimers or advertising.

To do this, you can combine variables with active directory data.

In the active directory, for example, you have, for the users, added for the value "Town/City" under "Address" (Variable @@I) Munich or respectively Berlin.

In CI-Manager, change on the left side to "Special variables/Marketing".

Create two new variables: myDisclaimer_Munich and myDisclaimer_Berlin.

Enter the corresponding text and save.

Switch to Editor and enter the following variables: {##myDisclaimer @@I}

CI-Sign will now proceed as follows:

The variable @@I will take on, within the signature, the active directory value of the user.

This means that the variable will change in a user-specific way, e.g. in {##myDisclaimer_Munich}.

The corresponding content of the variable will now be inserted in the appropriate place.

Note: If a user is neither Munich nor Berlin, the variable is invalid and nothing will be displayed.

This should not be a disadvantage. You need only concern yourself with what you are planning and not worry about the exceptions.

CI-Manager has many different view options. This means that the marketing department can provide the appropriate up to date insertions, while the actual signatures cannot be changed.

In particular, the procedure described under Point 3 in combination with the active directory makes for a very powerful tool!

This provides innumerable opportunities.

If you have any questions on this matter, just contact us.

4. TECHNICAL BACKGROUND

if you want to edit your variables using a different editor or want to automate this software:

Special variables are executed in __intern.htm, __intern.rtf, __intern.txt files.

special variables are only available in the full version.

special variables always start with {##variable}

special variables are put in curved brackets {}.

sequential variables start with 1 and _ (underscore)

sample: {##myinfo_1} {##myinfo_2} ...

the numbers have to be sequential. 1, 2, 3, 4 NOT 1, 3, 4

random select for sequential variables is possible.

a starting date can be put in front of the variable

Syntax: {dats 19.05.2007}

an ending date can also be put in front of the variable

Syntax: {date 19.05.2007}

Example: The following special variables will be declared:

FAIR (e.g. fair visit) with starting date 19.05.2007 and ending date 20.05.2007

MYINFO_1 (first info e.g. product information)

```
{##fair}{dats 19.05.2007}{date 20.05.2007}
```

```
we are at the CeBit 200x – exhibition hall: X exhibition booth: Y
```

```
{end ##fair}
```

```
{##myinfo_1}
```

```
product info 1
```

```
{end ##myinfo_1}
```

```
{##myinfo_2}
```

```
product info 2
```

```
{end ##myinfo_2}
```

```
{##myinfo_3}
```

```
product info 3
```

```
{end ##myinfo_3}
```

You can use the variable

```
{##myinfo_random}
```

to select product informations form myinfo_1, myinfo_2 und myinfo_3 by chance.

In this sample you can use the templates.

```
{##fair} oder {##myinfo_1} oder {##myinfo_random}
```

special variables and dynamic variables require a little "know how".

16. SYSTEM REQUIREMENTS

Windows NT, 2000, XP, Vista, 7, 8 (32 or 64 bit).
 At least .NET Framework 2 Service Pack 1

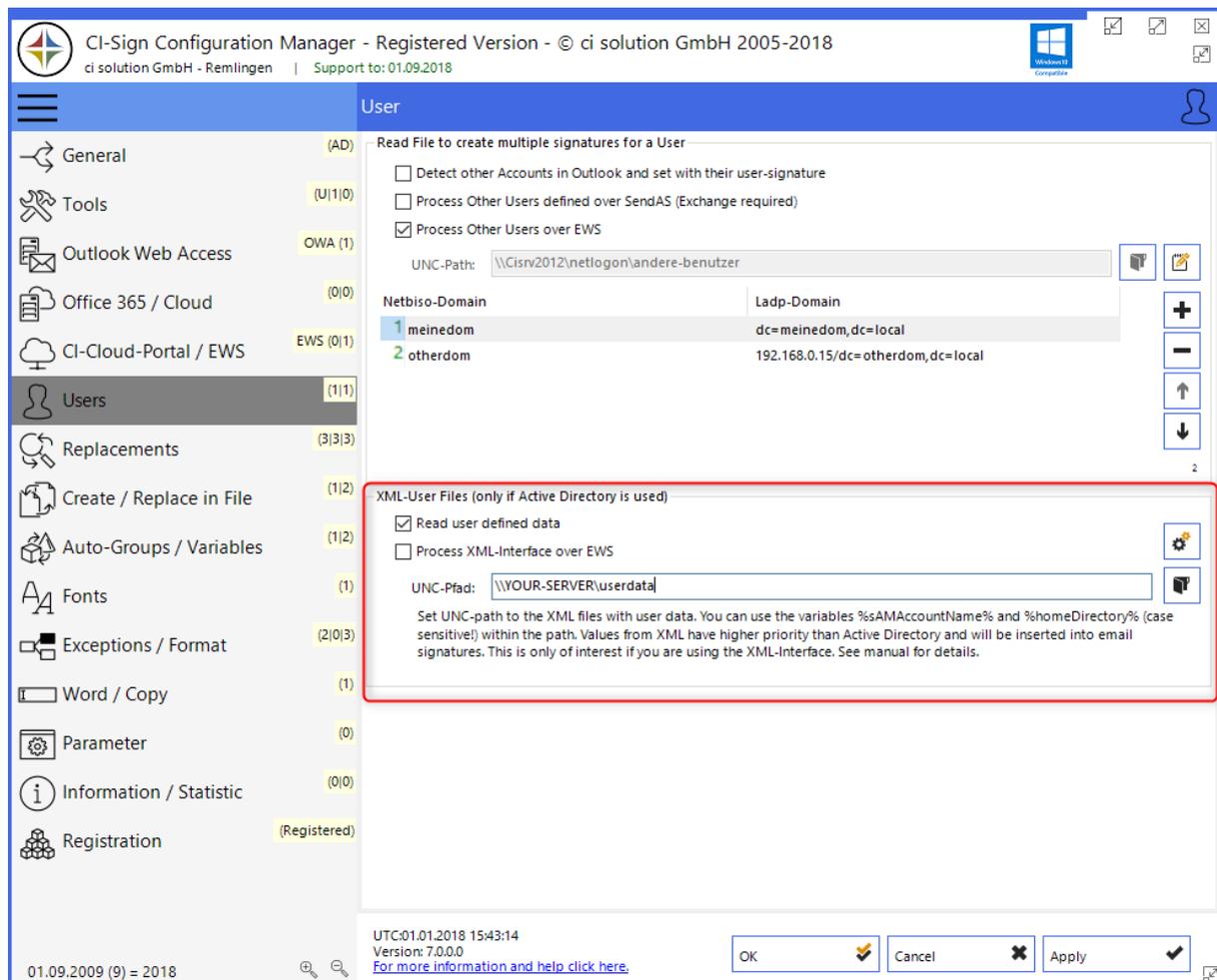
(If you wish to set email signatures in OWA -- Exchange 2003 / Exchange 2007 / Exchange 2010 / Exchange 2013)

CI-Sign can be used on all systems that have at least .Net Framework 2 – also Terminal server, Citrix (also AIE Mode).

17. XML INTERFACE – ACTIVE DIRCTORY IMPORT

The XML interface let each user customize his data for email signatures without accessing the Active Directory. When creating the email signature for a specific user, the data from XML will be used instead of the corresponding values from Active Directory. For each user, this data is stored in a temporary XML file. Optionally, the administrator can write the customized user data back into the Active Directory.

First, go to CI-Sign configuration > “Web-Service / Users” and activate “Read user defined data”. Specify the path to the folder where user data (XML files) is stored.



Edit user data

Run "*ci-sign.exe /edit*" to open the GUI where the user can edit his data. Or run the script *edit.vbs* which does that for you.

Double click an attribute to change its value. Changed entries are colored in blue.

We recommend you provide your users a shortcut to the *edit.vbs* script so he can run it as needed.

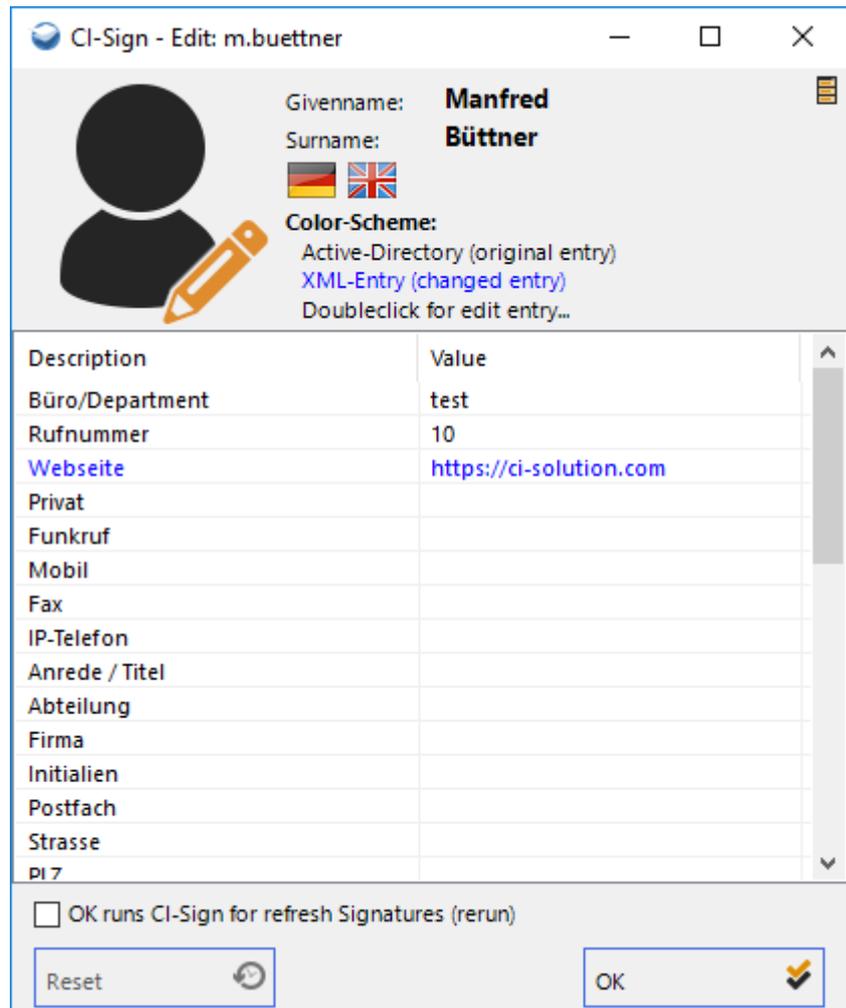


Figure 33 Edit user values

Customizing the user interface

In CI-Sign folder you will find the XML configuration file *CI-Edit.xml*. This file has a simple structure, that defines which attributes the user can see and edit.

```

1 <?xml version="1.0" encoding="utf-16"?>
2 <Optionen>
3 <Option USER_telephoneNumber="Phone" Inputtype="NRDE" Valuelist="" Visible="True" />
4 <Option USER_mobile="Mobile" Inputtype="NRDE1" Valuelist="" Visible="True" />
5 <Option USER_wWWHomepage="Webseite" Inputtype="Text" Valuelist="" Visible="True" />
6 <Option USER_facsimileTelephoneNumber="Fax" Inputtype="Text" Valuelist="" Visible="True" />
7 <Option USER_ipPhone="IP-Telefon" Inputtype="Text" Valuelist="" Visible="True" />
8 <Option USER_title="Title" Inputtype="Text" Valuelist="" Visible="True" />
9 <Option USER_department="Department" Inputtype="List" Valuelist="Sales,Marketing,Board" Visible="True" />
10 <Option USER_extensionAttribute1="Twitter" Inputtype="Text" Valuelist="" Visible="True" />
11 <Option USER_extensionAttribute2="Google+" Inputtype="Text" Valuelist="" Visible="True" />
12 <Option USER_extensionAttribute3="LinkedIn" Inputtype="Text" Valuelist="" Visible="True" />
13 </Optionen>

```

Add one line for every attribute the user should be able to edit. Example:

```
<Option USER_extensionAttribute1="Twitter" Inputtype="Text" Valuelist="" Visible="True" />
```

This provides a text input field with the label "Twitter". It's value is stored in Active Directory attribute extensionAttribute1.

Import data into Active Directory

To write user data back to Active Directory, run CI-Sign with parameter */admin* or run *Admin.VBS*. The */admin* function can **only be used by members of the group "ci-admin"**. Please create this group in your Active Directory and assign those users who are allowed to import user data to active directory.

The user interface lists all records with changed data. From here you can select a user by double clicking the entry.

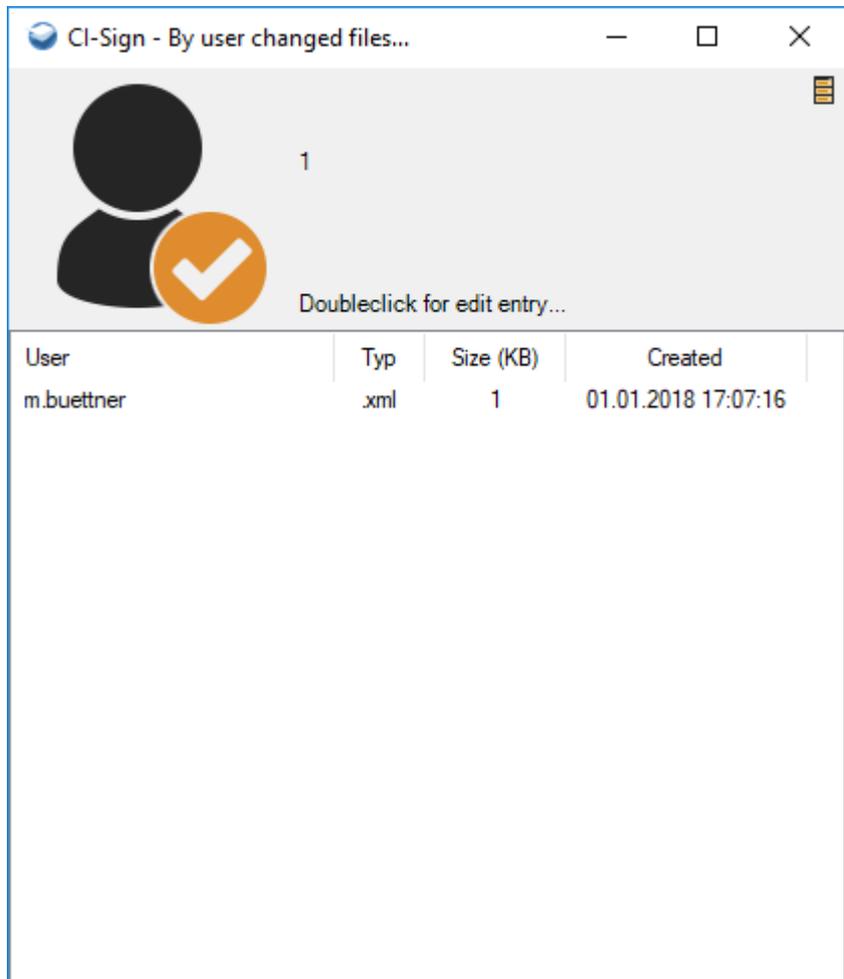
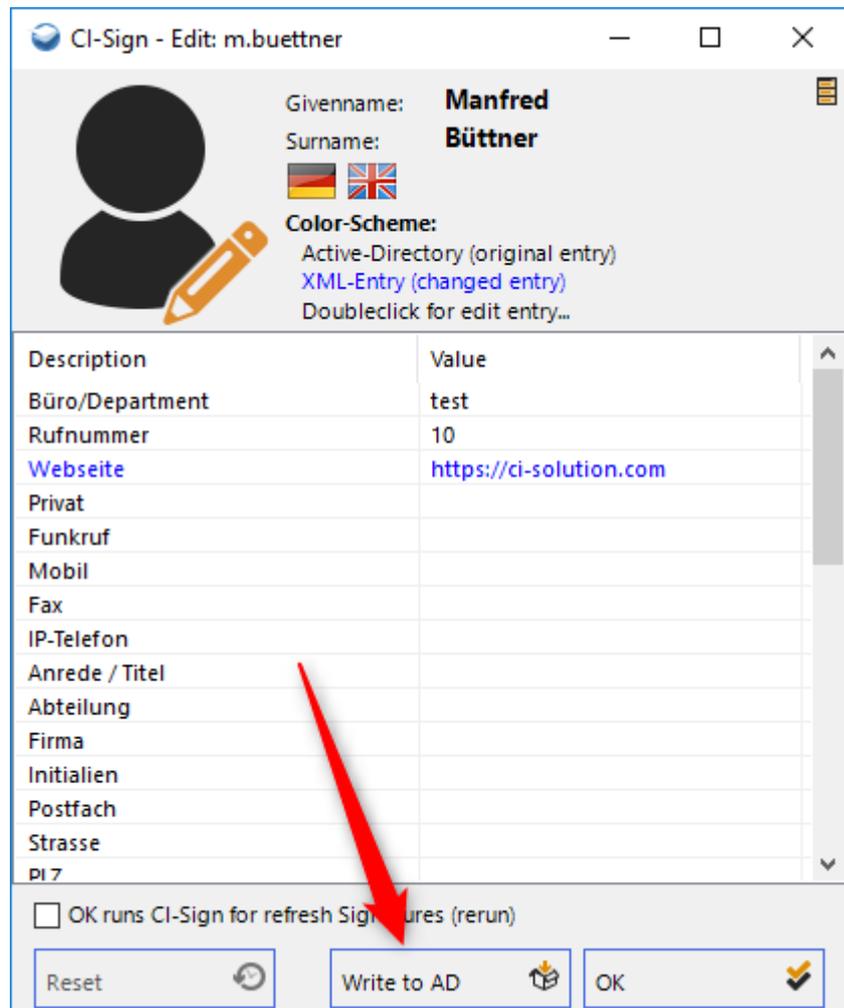


Figure 34 Admin view to changed users

The user record is shown. Changed attributes are colored in blue. Hit "write to AD" to apply these changes and write them to Active Directory.



CI-Sign - Edit: m.buettner

Givenname: **Manfred**
Surname: **Büttner**

Color-Scheme:
Active-Directory (original entry)
XML-Entry (changed entry)
Doubleclick for edit entry...

Description	Value
Büro/Department	test
Rufnummer	10
Webseite	https://ci-solution.com
Privat	
Funkruf	
Mobil	
Fax	
IP-Telefon	
Anrede / Titel	
Abteilung	
Firma	
Initialien	
Postfach	
Strasse	
PI 7	

OK runs CI-Sign for refresh Signatures (rerun)

Reset Write to AD OK

Figure 35 Write changes back to Active Directory

18. SIGNATURE - EXAMPLES

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 Leiter Corporate Information Systems
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jetzt aktuell
 kmu netzwerkanalyse zum nulltarif
 wir testen ihr netzwerk - kostenlos...
 informationen unter 0800 500 400

You have a "exceptional" signature? Gladly we show them here! Send them us simply by mail...

19. WEB-INTERFACE: EMAIL SIGNATURES FOR USERS OUTSIDE OF YOUR CORPORATE NETWORK

CI-Sign is usually executed during the windows login process either via a Netlogon script or Group Policy (GPO). But what if an employee operates mainly from outside (like field staff or sales representatives) and rarely logs in to your corporate network. As a consequence, his email signature(s) would only be updated once in a while.

For this scenario we have developed the "Web-Interface". With it you can create signature packages which get uploaded to the web / to a subfolder of your website. On the client side (PC, Laptop) ci-web.exe is executed, which downloads the packages from there and provides the email signature to the users Outlook.

There are 4 packages and one text file in total:

- cic.zip – CI-Sign core and executable
- cit.zip – email signature templates
- ciw.zip – CI-Web core, needed when CI-Web must be updated
- cix.zip – XML files with user data and CI-Sign configuration
- ci-web-info.txt- info file with package descriptions and version numbers

Prerequisites – What You Need to Get Started

- User data comes from Active Directory, so the employees must exist in AD even if they never log in to the company network.
- Active Directory Group which contains all users to be supplied with signatures by CI-Sign Web-Interface.
- Webspace, ideally an own subfolder / subdomain exclusively for signatures e.g. <http://www.your-domain.com/signatures>.
- An FTP Client to upload the packages.

How to Set Up the CI-Sign Web-Interface

Open CI-Manager and go to "File". Select "Options" and login.

If you haven't changed the login yet, use:

User: Admin
Password: admin

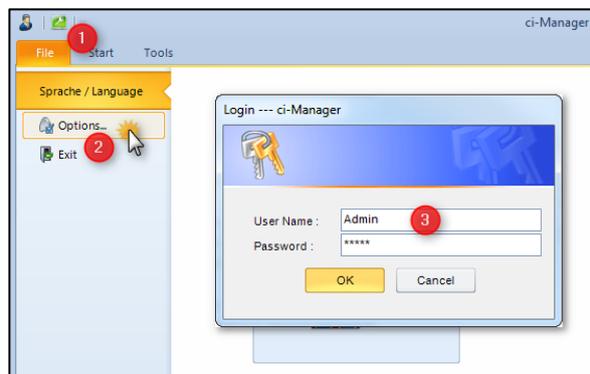


Figure 36 Login at CI-Manager

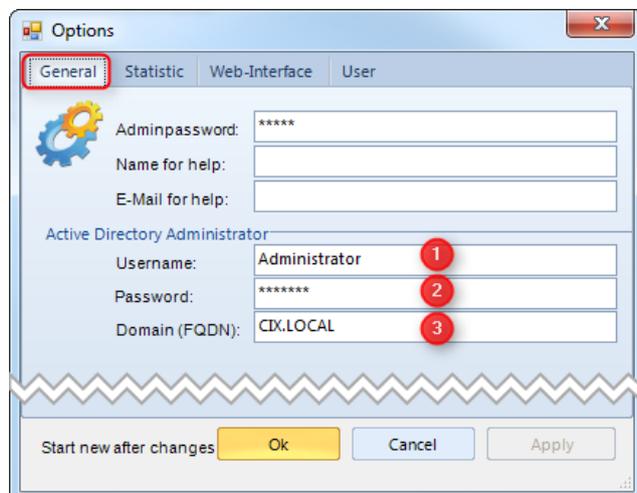


Figure 37 CI-Manager configuration

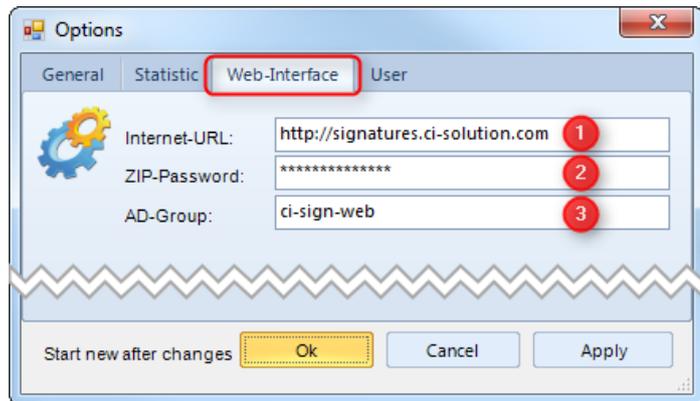
First, enter Active Directory Administrator authentication data.

- (1) Username (usually "Administrator") of an domain administrator
- (2) Password
- (3) Your Domain as full qualified domain name (FQDN)

Active Directory access is required for reading user data.

Navigate to “Web-Interface” and enter the following information:

- (1) The URL where the packages will be placed
- (2) Define a password for the .zip packages to prevent abuse.
- (3) Enter the name of the Active Directory group which contains the users.



Now after you’ve configured everything, please restart CI-Manager and go to “Web-Interface”

Figure 38 Web-Interface configuration

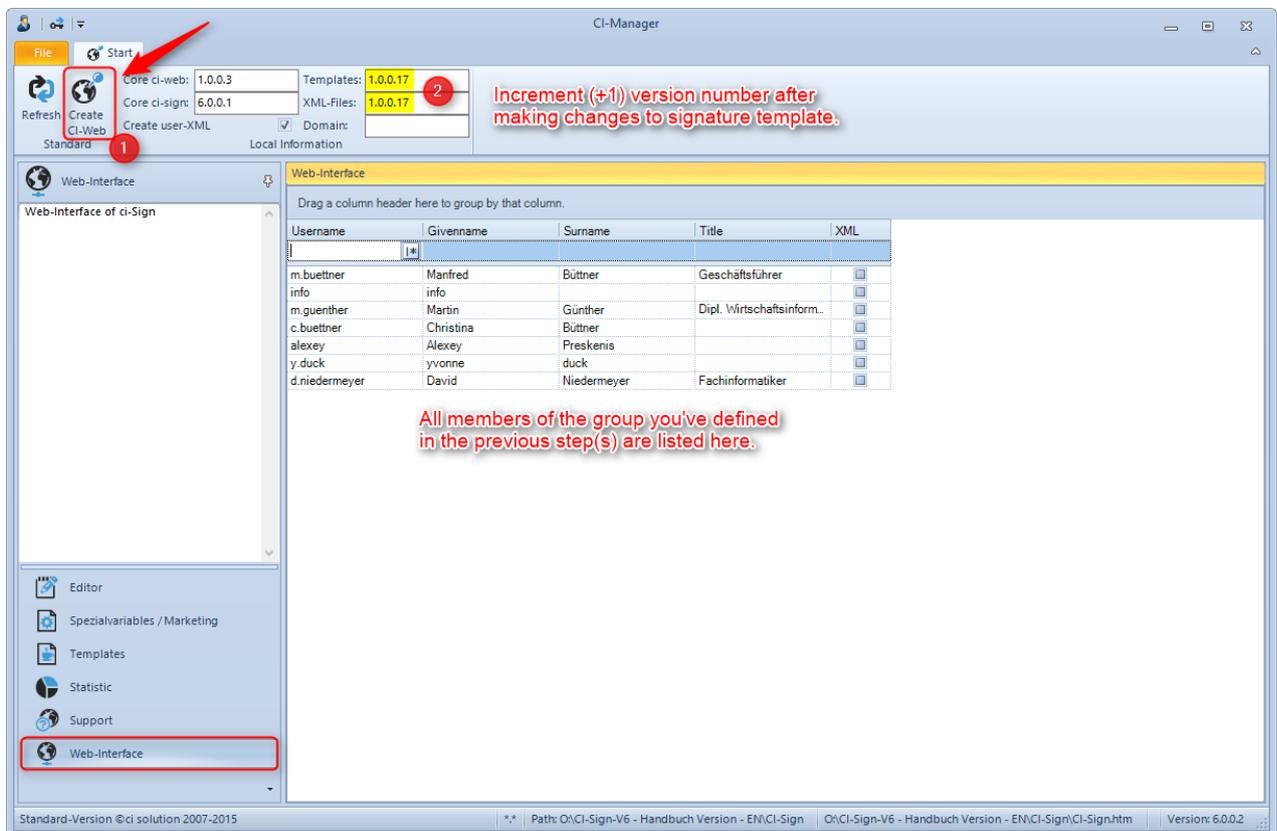


Figure 39 Create Web-Interface

All users / members of the Active Directory group you’ve configured are shown in the main window. Hit “Create CI-Web” to create the CI-Web packages. Remember to increment (+1) the version number (2) after making changes to the email signature templates, or after user data in Active Directory – before you create and upload the packages to the web. The client-side application ci-web.exe will only download new packages – packages which have a higher version number.

After creating the CI-Web packages you'll find 2 new folders in your main CI-Sign folder:

ci-sign-web – upload the contents of this folder to the web URL you've specified in the configuration with a common FTP client (such as Filezilla, WSFtp, ...).

ci-web-client – contains all files needed to run CI-Web on the client side and provide signatures for MS Outlook

How to Set Up CI-Web on the Client Side

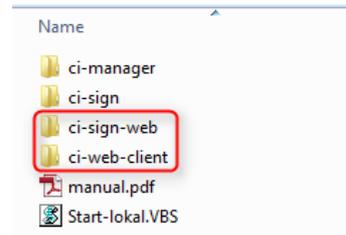


Figure 40 Folderstructure

CI-Sign is usually executed for the logged in user – the domain user – and pulls user data from active directory. This data has been exported to the package *cix.zip* in the previous step. The package contains an XML file for every user of the specified Active Directory group, where naming is like *uxml_username.xml*.

If the user logs in to his PC, Laptop, ... using the same login name (user name) as when logging in to the corporate network, everything is fine. If he uses a different login name (for example "jsmith" when logging in to network, and "john" when logging in on his laptop outside of the network) you must customize CI-Web to conform. Edit the XML file *ci-web-client\ci-web.xml* and set "WebUserToStart" to the users domain login name.

```
<?xml version="1.0" encoding="UTF-16"?>
- <Optionen>
  <Option Version="1"/>
  <Option StartupLanguage=""/>
  <Option UseProxy="False"/>
  <Option ProxyAddress=""/>
  <Option ProxyPort=""/>
  <Option ProxyUser=""/>
  <Option ProxyPass="GrV7k9cXYn21yGydrPRaFBVUTsGMH0m4S9fleZJGYqc="/>
  <Option ProxyDomain=""/>
  <Option WebOWASignature="False"/>
  <Option WebServerUrl="http://signatures.ci-solution.com"/>
  <Option ZipPass="wP0EtW6uFEUsM/5PG7vok67jjAFHQXXLqLKI1Xwoj0A="/>
  <Option WebUserToStart="jsmith"/>
</Optionen>
```

Figure 41 XML file content

Set *WebUserToStart* to domain login name if different than "private" login name.

At last, copy the contents of *\ci-web-client* (3 files) into an own folder on the client system. Execute *CI-Web.exe* on startup (autorun) or create a scheduled task, which runs *ci-web* every 1-2 hours (it's fully up to you).

When *CI-Web.exe* is executed on client side, it checks the web for new / updated packages and downloads them only if necessary. Thereafter *CI-Sign* is executed and email signatures for Outlook are generated / updated.

20. HOW TO ...?

...INSERT A GRAPHIC? (INSERT PICTURE FROM A LOCAL SOURCE)

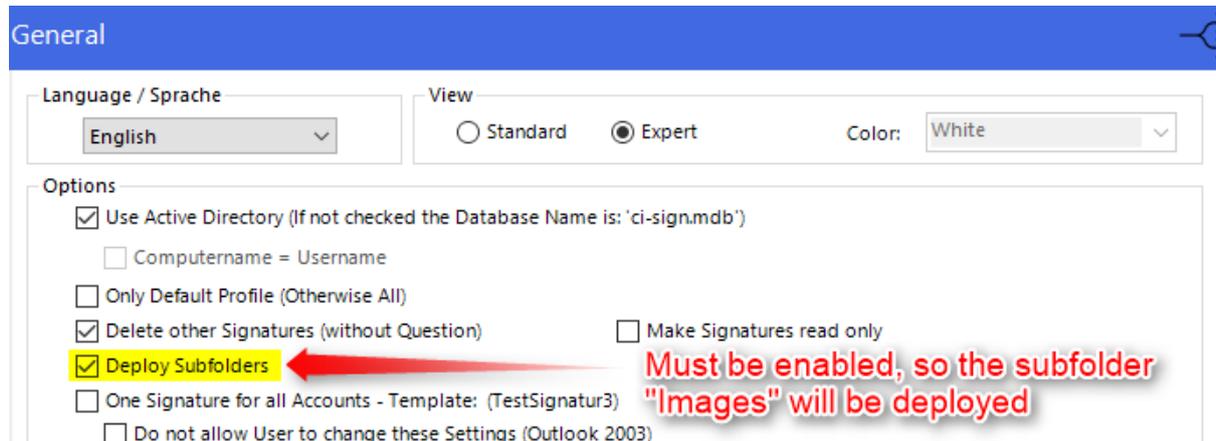
In the menu bar of CI-Manager you'll find the group "Pictures" (enframed here). Via "Import / Manage" you'll reach the CI-Image-Manager. From here you can import new graphics in the library and edit existing ones. The selection next to it shows all available Images in the Library (folder ci-sign/images). Select an Image to display it on the actual cursor-position (original size). Prevent spaces in the filename!



Image 1: Import and edit Images, paste in Signature template.

If the selection is empty, you have to add the desired Image via "Import / Manage" to begin with. You can also do this manually by creating a subfolder "Images" in the CI-Sign folder and copy the Graphics in it. After a restart of CI-manager, the manually added Images will be shown in the selection.

Open the CI-Sign Configuration out of CI-Manager. Please make sure the Option "Deploy Subfolders" is active. Thereby the subfolder "Images" with all Graphics will be deployed to the client-systems, resp. in the Outlook signatures folder.

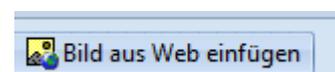


See also: [Grafiken mit dem CI-Image-Manger importieren und bearbeiten.](#)

See also: Import and edit Images with the CI-Image-Manager.

Insert web image

An Image from the web can be inserted via the button "Insert web image". Just type in the image URL (http://www...) in the pop-up windows



...INSERTION OF DYNAMIC IMAGES (E.G. USER PASSPORT PHOTO)

Basically, the approach is the same like inserting a normal / static image.
 But since a dynamic adjustment of the filename is necessary, we need a variable.
 In this example, the name of the graphic is being extracted from extensionAttribut5.

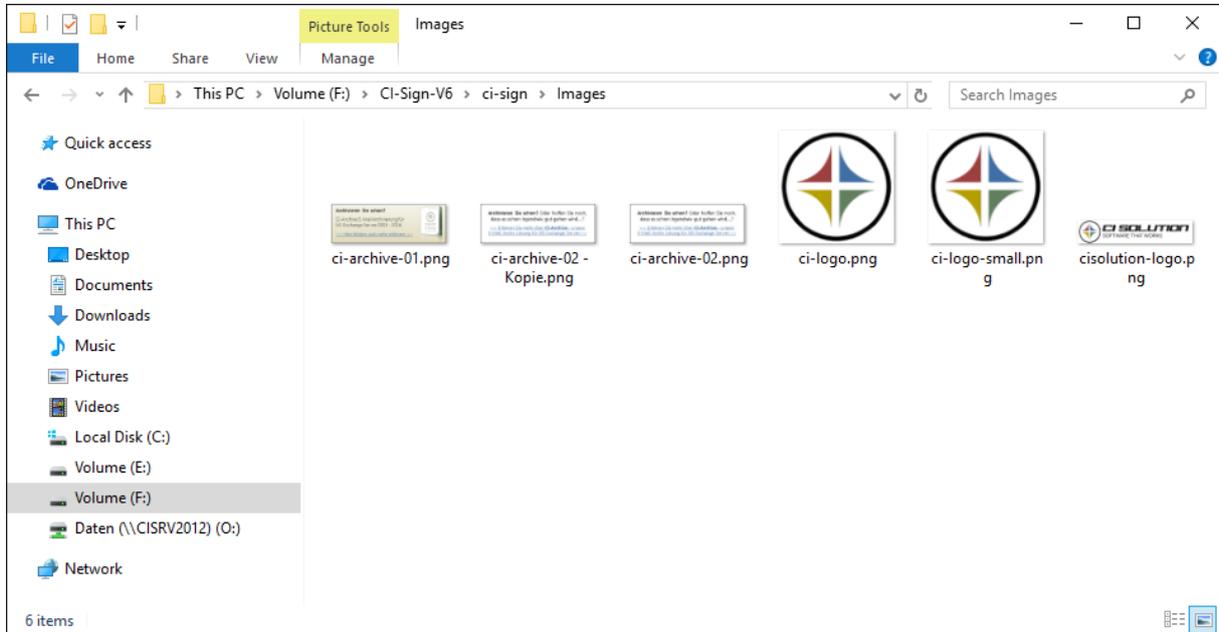


Image 2 Explorer with prepared Images

In this example, there is an EMPTY Image named „##xData5.jpg“.
 This picture only has the function to display an Image in CI-Manager.

Furthermore, there are more images available for your employees.

In this example, the graphic „m-buettner.jpg“ is shown to the user.
 Please enter the image-name „m-buettner“ in extensionAttribut5

Please insert the graphic (##xData5.jpg). If no Image is stored on the user’s side (xData5 is empty), the graphic will be deleted automatically.

Source-Code (HTML):

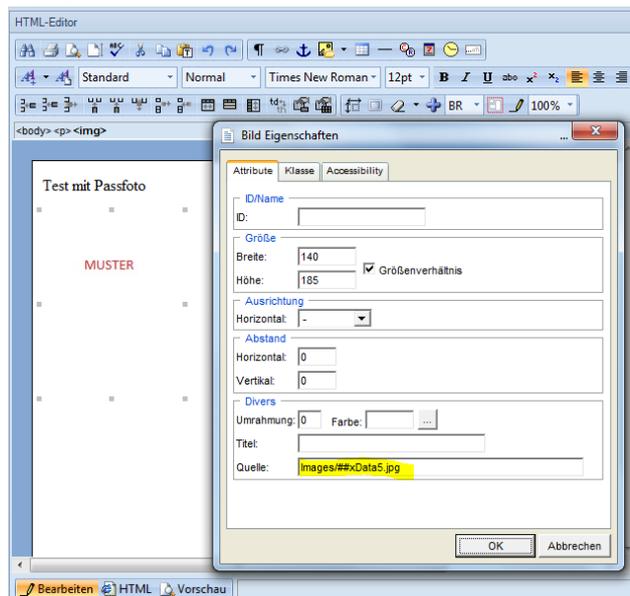


Image 3 Property-Dialoge (right mouseclick - Properties)

```

Test mit Passfoto
<br />
<br />

<br />
    
```

Please note: Place the
-Tag before and after the Image (linebreak)

...ALIGN TELEPHONE, FAX AND MOBILE - VARIANT 1?

The new possibility is from version 2.0.16 to search for empty variables and replace them...

Therefore be made very easily the most complex replacements and queries.

Here an example: Solve "Tables" problem...

It's a one Line Table with 2 columns.

Telephone: ↵	@@telephoneNumber↵
Fax: ↵	@@facsimileTelephoneNumber↵
Mobile: ↵	##mobile↵
E-Mail: ↵	@@mail↵

WRONG Configuration of Table!

Telephone: ↵	@@telephoneNumber↵
Fax: ↵	@@facsimileTelephoneNumber↵
Mobile: ↵	##mobile↵
E-Mail: ↵	@@mail↵

The Word „Mobile:“ also should be removed, when Variable removed, the complete Line is to delete.

Start CI-Sign Konfiguration:

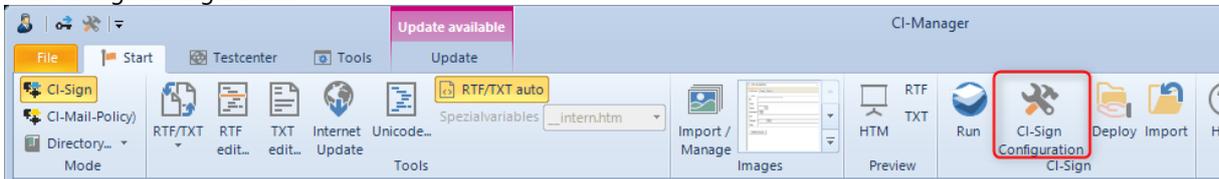


Figure 42 CI-Manager - Start CI-Sign Configuration

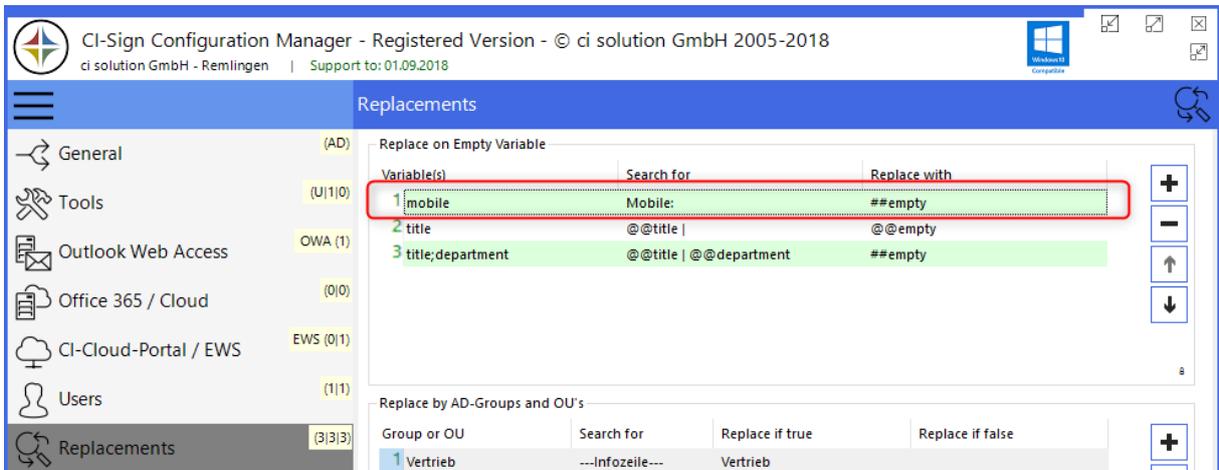


Figure 43 Replacements sample for Mobile

Select in field Variable(s) the Value mobile (or type in).

Input Search for: „Mobile:“ ... Replace with: „##empty“ (select or type in).

If Variable mobile is empty, then the Word „Mobile:“ is replaced with „##empty“.

@@empty or ##empty is replaced at the end of all converts like normal Variables with empty Value

The complete line is also deleted, because # empty was used.

Result: (Here displayed without values)

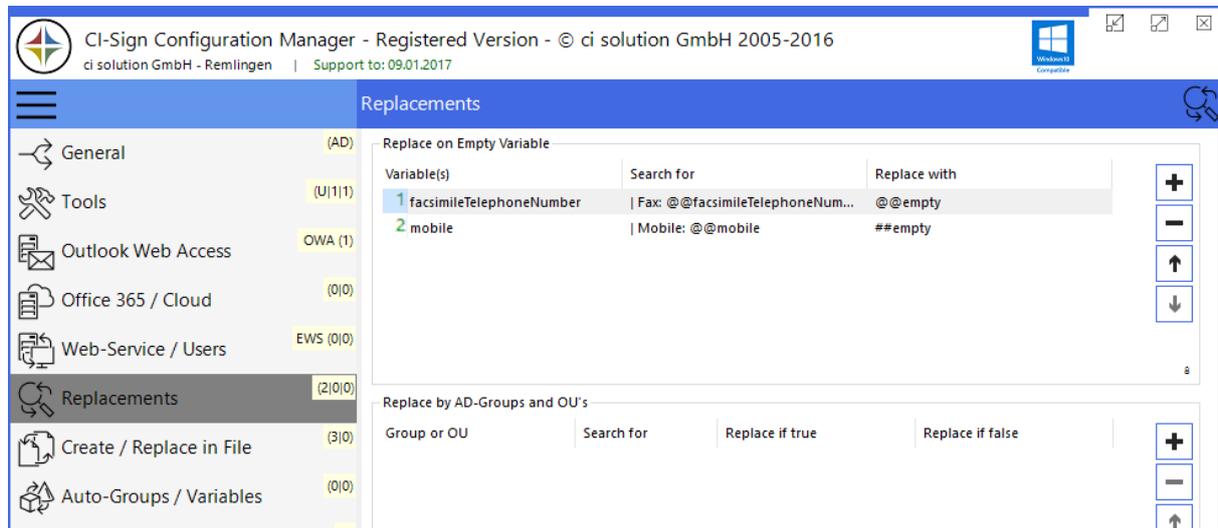
Telephone: ↵	@@telephoneNumber↵
Fax: ↵	@@facsimileTelephoneNumber↵
E-Mail: ↵	@@mail↵

...TELEPHONE, FAX AND MOBIE IN ONE LINE BUT DYNAMICLY?

You want to your telephone, fax and mobile numbers in one line?

Tel: @@telephoneNumber | Fax: @@facsimileTelephoneNumber | Mobile: @@mobile

Configure it in CI-Sign Configuration at Replace on empty Variable



...SET PARAMETER IN SCRIPT?

Now are many parameters in the Configuration Manager. Register: Tools.

Q: How to set Parameter e.g. /nosplash?

A: Inside Ci-Sign-net.vbs

Open therefore File ci-sign-net.vbs with a Editor. In last Line ci-sign.exe is started

Default:

WshShell.Run LocalFolder & "\ci-sign.exe", 1, True

Change the Line like that:

WshShell.Run LocalFolder & "\ci-sign.exe /nosplash", 1, True

if you will set more then one Parameter... feel free to do this like in sample:

WshShell.Run LocalFolder & "\ci-sign.exe /nosplash /debug /domain:ci-server", 1, True

...TEST WITH A FULL WORKING VERSION?

We want that you can fully test our products. In download information e-mail you get an URL to the trial license. This license is normally valid until the end of the month. On request you will receive a trial for an extended period. Send us an email if you need a test license or download the software from our website and you'll get one per email.

...INSERT HYPERLINKS FOR E-MAIL AND WEBSITES

Select e.G. @@mail respectively @@wWWHomepage and choose „Insert Link“



Unter URL Tragen Sie ein:

Für E-Mail: [@@mail](mailto:)

Für Webseite: [@@wWWHomepage](https://)

Please pay attention of upper and lower case of variables. It is best to copy the variables from the text directly.

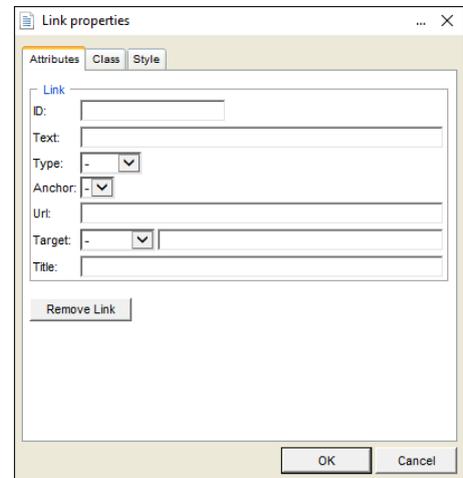


Figure 44 Dialog Link Properties

...INSERT E-MAIL HYPERLINK WITHOUT UNDERLINE

Simply add the following tag...

```
<span style="text-decoration: none">@@mail</span>
```

...MULTIPLE VARIABLES IN ONE ROW?

Often the following error is made when the variables which are partially empty, are used in one row:

```
##xData1 ##xData2 @@givenName @@sn ← WRONG!
```

Instead, to it like that:

```
@@xData1 @@xData2 @@givenName @@sn ← CORRECT!
```

The „@@“ variable deletes the subsequent space if the value is empty. So the row is still present, even if e.G. xData1 is empty.

...SET FONTSIZE 11 (OR ANY OTHER SIZE)?

Background: We use so-called font formatting tags. The font size is formatted in the standard 1-6. The 1 has font size 8, 2 has 10, 3 12, etc. that corresponds to the HTML standard. Thus we create compatible signatures for Outlook and OWA because we just noticed that the OWA signatures created with the style tag often do not work.

You can set the font size 11 by selecting the text and just not select font in top of the toolbar, but right-click... Characters... Here, you can explicitly set each font size. Use the "default" so often it is. Consider, if you use different, there are various operating systems and E-Mail clients outside your organization.

...SET UP OUTLOOK WEB ACCESS (OWA) FOR EXCHANGE 2007 - 2016?

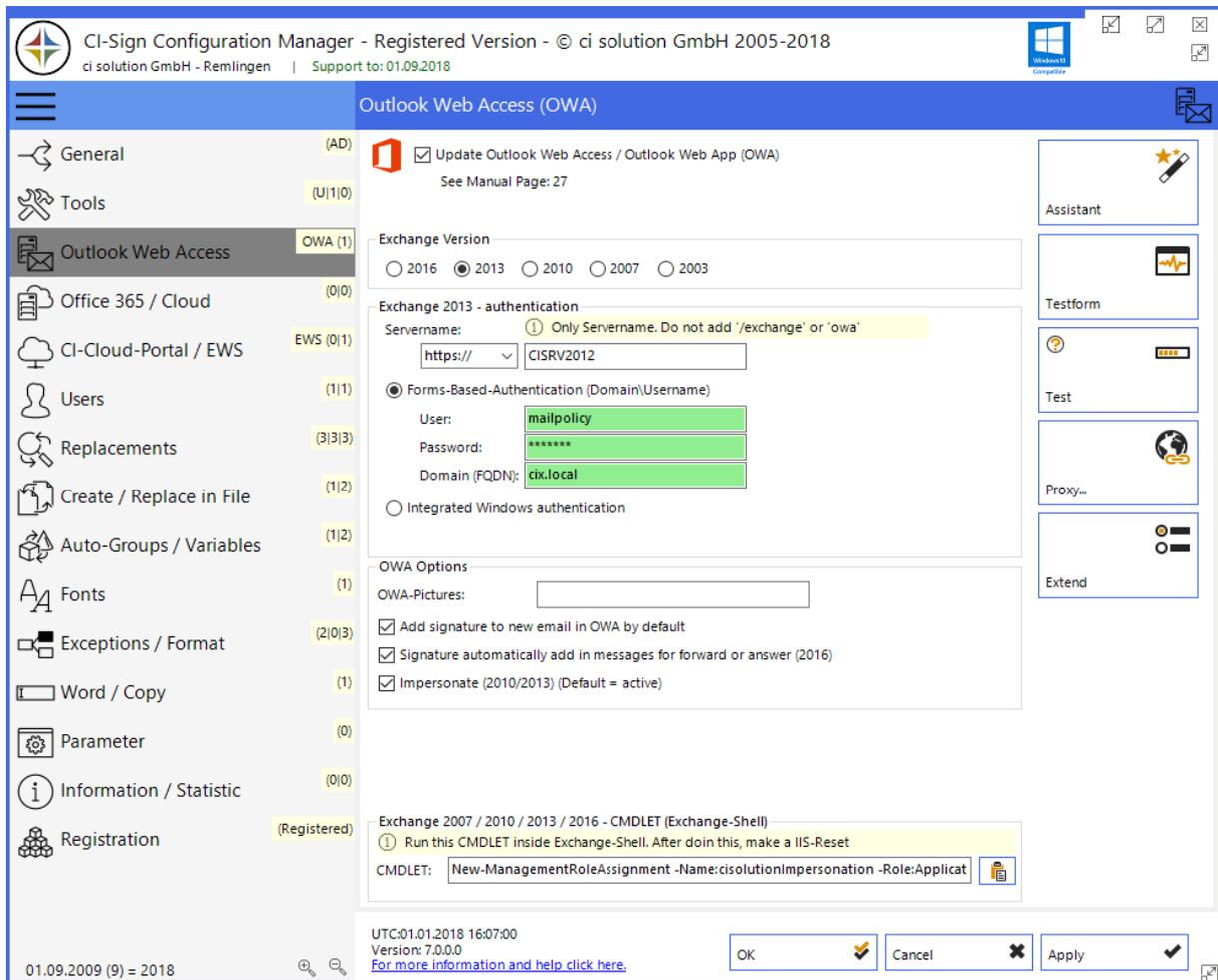
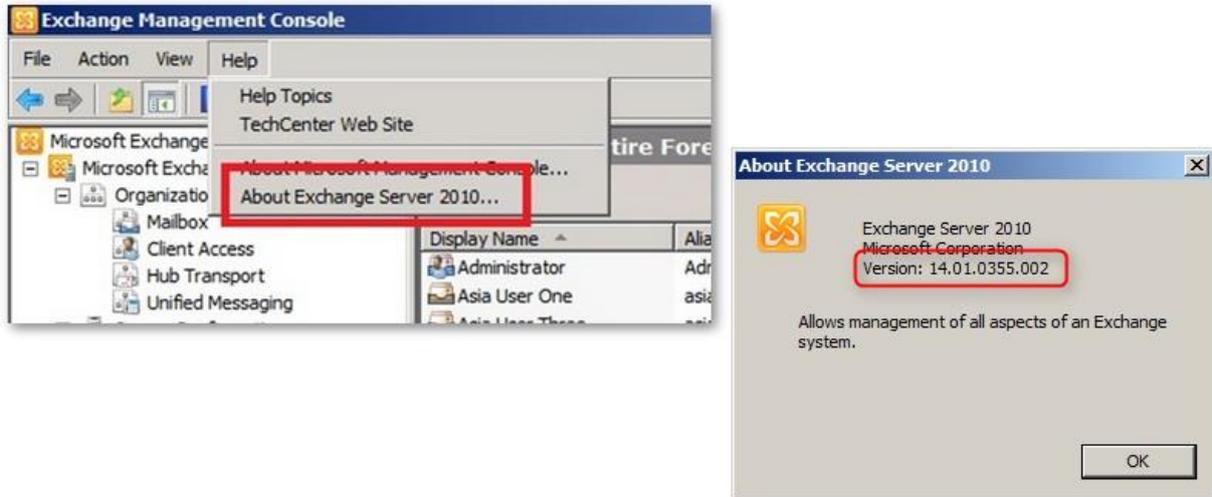


Figure 45 Sample OWA configuration

It is important to set the correct version of the Exchange Server including the Service-Pack. To determine this, go to the Exchange Server Management Console and open the "Info" dialog. (If this is all new to you, please contact your Exchange Server administrator or your provider.)

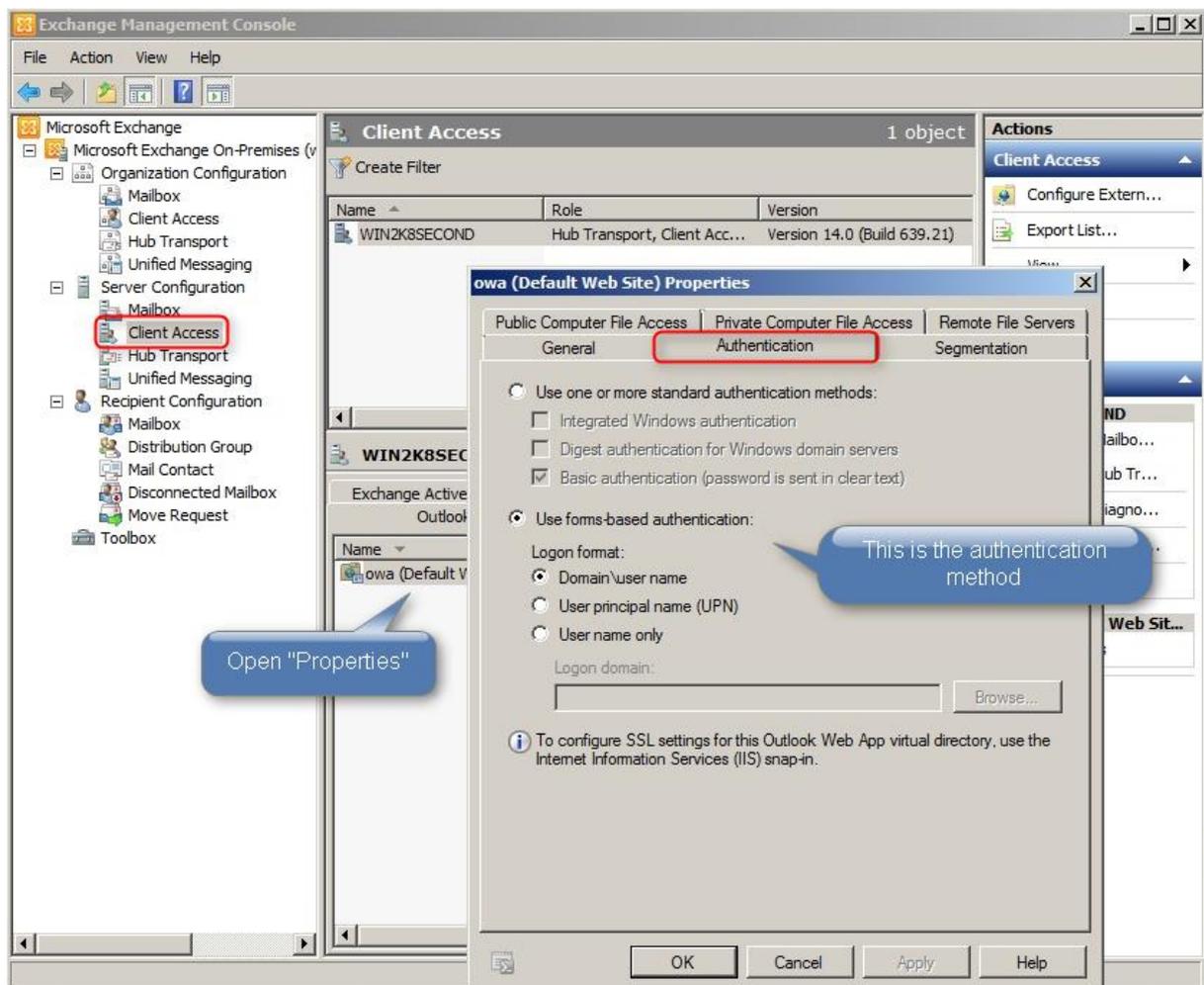
In the screenshot below you can see that it is an Exchange Server 2010. The version is **14.01.0355.002** which means:

- 14 = main version, 14 is Exchange 2010
- 01 = Service-Pack 1, 02 = Service-Pack 2, 03 = Service-Pack 3



Exchange Server version information

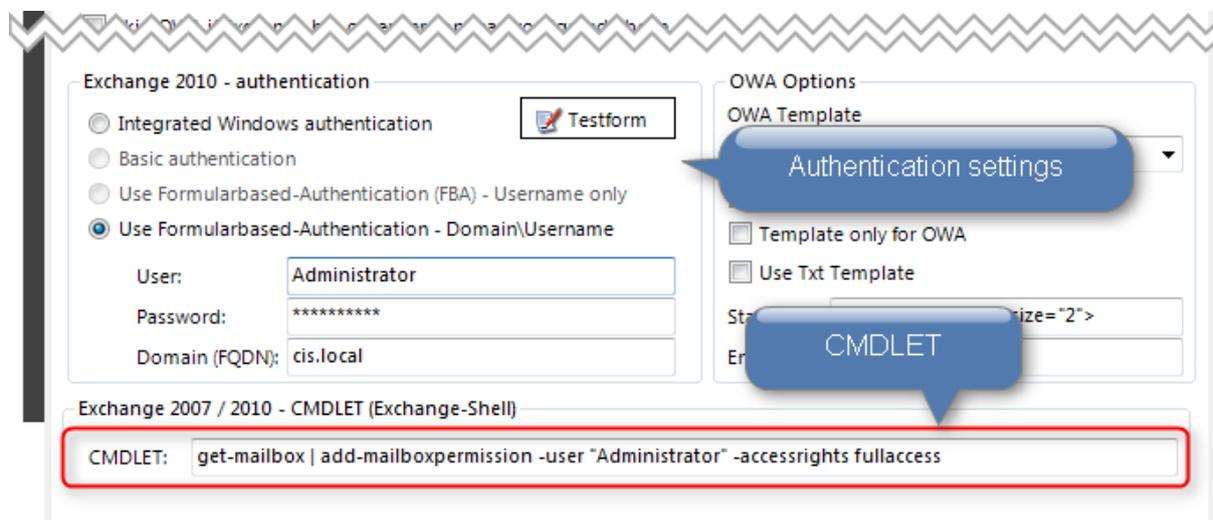
The authentication type can be found within the Exchange Server configuration.



Exchange Server authentication

If “integrated Windows authentication” is not activated you must have a **SendAs/RecieveAs** user for Client-Access. Select the Exchange authentication method in the CI-Sign Configuration Manager according to the Exchange Server’s authentication properties (as shown in the screenshot above).

As soon as you update the authentication settings in the CI-Sign Configuration Manager an Exchange CMDLET is generated. A CMDLET (pronounced "command-let") is basically a lightweight script for the Exchange Management Shell.



The screenshot shows the 'Exchange 2010 - authentication' section with the following settings:

- Integrated Windows authentication
- Basic authentication
- Use Formularbased-Authentication (FBA) - Username only
- Use Formularbased-Authentication - Domain\Username

Fields for authentication:

- User: Administrator
- Password: *****
- Domain (FQDN): cis.local

The 'Exchange 2007 / 2010 - CMDLET (Exchange-Shell)' section contains the following command:

```
CMDLET: get-mailbox | add-mailboxpermission -user "Administrator" -accessrights fullaccess
```

Callouts in the image point to 'Authentication settings' and 'CMDLET'.

Exchange CMDLET

Copy the CMDLET from the textbox and run it in your Exchange Management Shell to provide the user used for authentication (in this case "Administrator") with required permissions.

Check permissions using OWA

After executing the CMDLET as described above, please check the configuration and permissions using OWA. Use the settings from CI-Sign configuration manager to create the URL for OWA:

http(s):// SERVERNAME / OWA / @@mail

-> https://CISRV2010/OWA/dduck@cis.com

Enter the URL in your Browser (we recommend Internet-Explorer). Login with "Administrator" (or whichever user you've used for Exchange authentication). You must have access to the user's mailbox. If this is possible, also CI-Sign will have access and be able to set the email signature for OWA. If you get a "permission denied" error. Run the CMDLET.

If you don't want to use the Administrator for this, create a new user e.g. "ci-admin" in your Active Directory. Set a password which never expires. Run the CMDLET for this user – enter the login data into the form above and copy the CMDLET from there. From Exchange 2007 and up the user must have a mailbox itself.



You must run the CMDLET every time you create a new user. The "ci-admin" does not automatically have access to newly created mailboxes.

CI-Sign sets the OWA signature during execution of CI-Sign during Logon (through Logon-Script or GPO). If you have users which only use OWA and do not login to your network you must update the OWA signatures at least for these users per script in combination with a scheduled task. See How to

...UPDATE OWA SIGNATURES FOR A SPECIFIC GROUP FROM A SERVER (WITH A SCHEDULED TASK)?

Use parameter `/group:<AD-Group-Name>` to run CI-Sign in "Group-Mode". With this parameter CI-Sign will generate signatures for all members of the group.

This is especially interesting for setting email signatures for OWA (and OWA only users), or for setting signatures in the cloud. Basically. for users which do not regularly login to the network environment (Logon-Script or GPO) and as a result CI-Sign is not executed on regular basis.

Create an Active Directory Group and add all users for which you want to set signatures with CI-Sign in "Group-Mode", say "OWA-Users".

Example for setting signatures for OWA from a server

```
CI-Sign.exe /group:OWA-Users /ioc /owaonly
```

(/ioc = ignore Outlook check – needed if Outlook is not installed, which is normally the case on servers)

This command will set OWA signatures for all members of the group "OWA-Users".

Create a VB-Script in the CI-Sign folder (with ci-sign.exe in it) with the following content:

```
Dim WshShell  
Set WshShell = WScript.CreateObject("WScript.Shell")  
WshShell.Run "CI-Sign.exe /group:OWA-Users /ioc /owaonly "
```

(You'll also find this script in the folder ci-manager > Ressource > OWAUsers.txt)

Create a scheduled task on your server which executes the script on regular basis and you've got a powerful (and login-independent) tool to set signatures for OWA, Cloud, Blackberry, ...

See chapter Start-Parameters (Command Line Parameters) for all parameters. These are especially of interest when automating tasks.

...CREATE SIGNATURES FOR KERIO CONNECT?

The approach is similar like the generation of Signatures for OWA – see chapter *...update OWA Signatures for a specific Group from a Server*

For this task, CI-Sign is executed by using particular parameters (see Starting-parameter).

Example:

```
ci-Sign.exe /kerioonly /keriopath:"\\SRV2008\mail\" /keriohtm /kerioreplace:$sender;@@empty /group:kerioUsers
```

The Parameters in detail:

- **/kerioonly – (required!)** This Parameter activates the generation of Signatures *exclusively* for Kerio Connect. Means, this parameter cannot be combined with other parameters, e.G. for generation of signatures for Blackberry
- **/keriopath** – UNC path to the directory of the Kerio Connect Servers in which the Domains are stored. We recommend to create a directory released for this purpose (keep in mind: security!).

Example – recommended variant

The directory „mail“ will be released on Server “SRV2008“, in which both Domains „cititest.de“ and „ci-test2.com“ are stored. (see picture)

Now the directory in [\\SRV2008\mail](#) is accessible, as well as the subdirectories via [\\SRV2008\mail\cititest.de\](#) | [\\SRV2008\mail\ci-test2.com\](#).

[\\SRV2008\mail](#) (flushed backslash will be appended automatically, if not present) is the correct UNC-path for the parameter /keriopath.

Let’s take a mailbox for which the signatur is supposed to be set / updated:
m.mustermann@citest.de

The e-mail adress will be splittet (m.mustermann || citest.de) and merged with /keriopath, resulting in followint Path: [\\SRV2008\mail\citest\m.mustermann](#)
In this directory, the file settings.cfg is stored, which is edited / updated from CI-Sign.

[f.musterfrau@ci-test2.com](#) will be transformed to: [\\SRV2008\mail\ci-test2.com\f.musterfrau](#)

Alternatively tot he procedure above, you can also use a so-called administrative release (C\$). In this case, the Path would look like this:

```
/keriopath:""\\SRV2008\c$\Program Files (x86)\Kerio\MailServer\store\mail""
```

Note the double "" – they are necessary, because the path includes spaces

Important: If the CI-Sign logfile shows Errors like “File/Path not found” or an Access-Violation, please check of the configured Path is accessible via the Windows Explorer and if all necessary Read/Write permissions are set. The easiest way is to simply create a TXT file.

- **/keriohtm** – if set, the signatures will be generated in .htm format, otherwise as text (.txt). Please be aware that the respective templates exist in the CI-Sign folder.

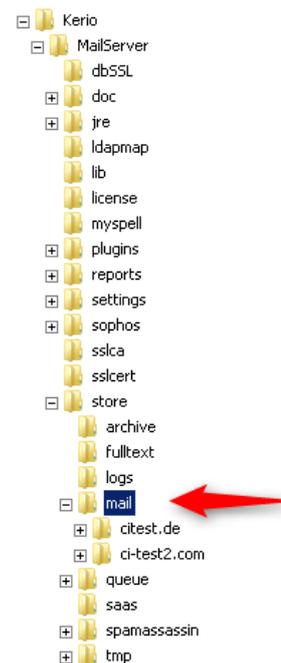


Figure 46 Filestructure

- **/kerioreplace** – offers the opportunity of replacements in the generated signature before transmission to the Kerio Server. Means, the replacements take place after conversion (after the variables are replaced with userdata).

In Kerio Connect, HTML wordwraps will be displayed (“
” as well as default wordwraps (CRLF) will be displayed. This leads to many unwanted spaces. To prevent this, we recommend simple replacements:

/kerioreplace:\$enter;@@empty -> removes „normal“ wordwraps (CRLF) with @@empty

This replacement operates through “search:replace” pairs, separated with “;”

Further example: /kerioreplace:\$enter;@@empty;search2;replace2;search3;replace3

- **/keriomailimgallowremote**
Replaces <variable name="mailmgAllowRemote" type="boolean">>false</variable>, if found, with <variable name="mailmgAllowRemote" type="boolean">>true</variable>
- **/group** – executes CI-Sign for all members of a group.

We have prepared several VB-Scripts, you can modify them for your environment and your purposes. You'll find them in the folder: ci-manager\Ressource

- kerioUsers -> executes CI-Sign for Kerio
- kerioRestart -> executes Kerio Connect Restart

Please note:

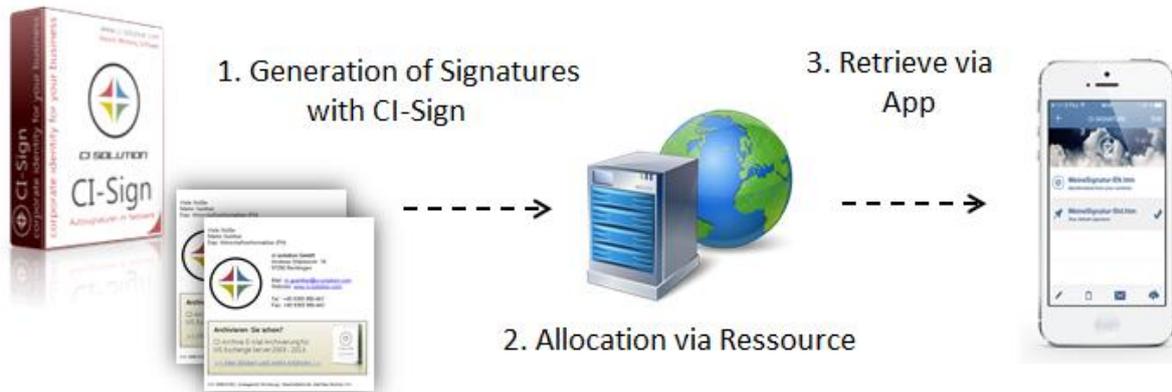
- ➔ Kerio Connect has to be restarted for the generated signatures to become active. We recommend doing that right after the execution of CI-Sign.
- ➔ Signatures can only be assigned to initialized user-accounts. Means, the user has to login to his mailbox at least once in beforehand.

...CI-SIGNATURE TOOLS - CONNECT WITH CI-SIGN (IPHONE, ANDROID, MAC OSX, ...)



To provide signatures created by CI-Sign on mobile devices (Android & iPhone) as well as on Mac OSx, we have developed the product-group "CI-Signature". You can find an overview of all Apps at <http://www.ci-solution.com/produkte/ci-signature.html>

Operating mode of CI-Signature Apps in conjunction with CI-Sign



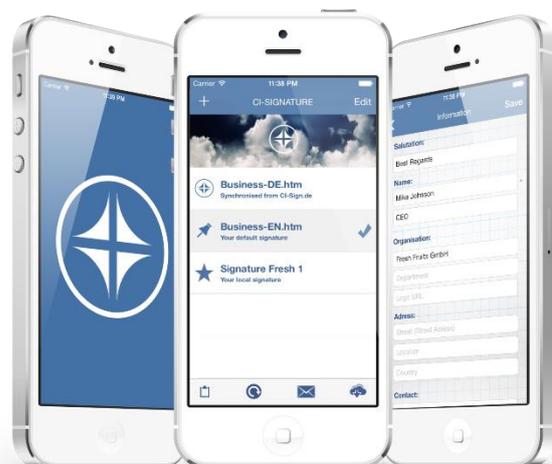
The e-mail signatures are generated with CI-Sign and provided to the CI-Signature Apps via a resource. Meaning, those Apps don't generate the signatures by themselves, but loading the "pre-made" signatures from the resource. That may be a webserver or (since version 2 of the iPhone App) an Exchange mailbox.

This described method is valid for all CI-Signature Apps, regardless if an iPhone, Mac OSx or Android is used. But what differs is the resource, from where the signatures are provided from. There are two variants, whose configuration is described below:

1. Allocation via Exchange with automatic configuration of the App – **available since version 2 of the iPhone App**. This is the most efficient way to provide e-mail signatures.
2. Allocation via webserver (e.g. IIS or via a directory/subdomain of your website).

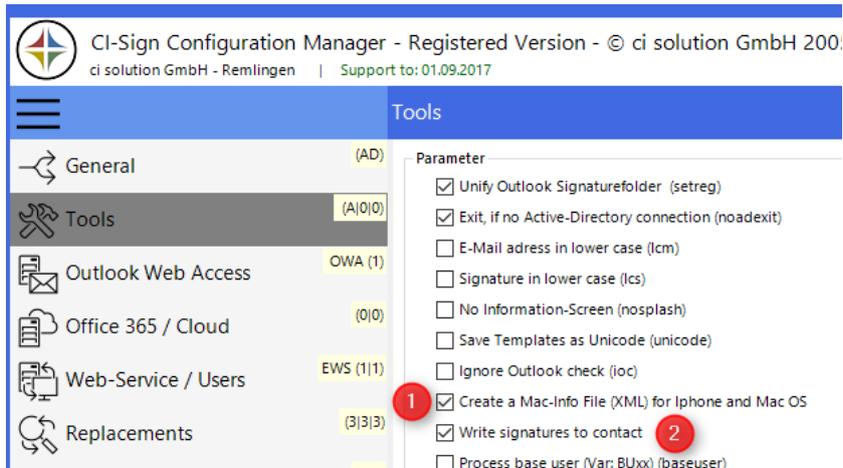
Allocation via Exchange (since version 2 of the iPhone App)

This is the most efficient way of providing e-mail signatures for iPhones, because the App will be configured automatically. This method communicates directly with the User's mailbox. CI-Sign stores e-mail signatures as well as the app-configuration as a contact in the user's Exchange mailbox. The contacts from Exchange are synchronizing themselves automatically on your iPhone, transferring all necessary data for the App – through no fault of one's own! The CI-Signature App recognizes this special contact, extracting the information and configures itself fully automatically.



Requirements:

- CI-Signature iPhone App from version 2
- CI-Sign from version 5.0.18
- Exchange 2007 or higher (mit up-to-date service pack)
- Outlook Web Access / OWA has to be configured in CI-Sign (see [Configuring Outlook Web Access \(OWA\) for Exchange 2007 / 2010 / 2013](#))



Configuration in CI-Sign

Open the CI-Sign Configuration, go to "Tools" and activate the following Options:

1. Create a Mac-Info File (XML) for iPhone and Mac OS
2. Write signatures to contact

This will write/update the signatures as well as the App-configuration as a contact in the Exchange mailbox, with each execution of CI-Sign.

Allocation of Graphics

Graphics (logos, icons...) have to be provided via a web-resource to display it in the iPhone. A direct transfer is not possible (like in OWA). Copy all images which are supposed of being used in the signatures in an own folder in your webserver. Please click on "Parameter" in the CI-Sign configuration, there you will find a setting called "OWA-Pictures". Enter the URL to the path of your webserver, where the Images are located (closing with "/"). While creating the signatures, CI-Sign replaces the local image-path with the webserver URL. Currently we're working on an automated method to spare you this process.

Andere Domäne:	<input type="text"/>	RtfTag:	<input type="text" value="\line"/>
OWA-Grafiken:	<input type="text" value="http://www.ci-solution.com/images/"/>	GruppenName:	<input type="text" value="ci-Mg_"/>

Initializing the iPhone App

All the user need to do at the first start of the App is selecting “CI-Signature with CI-Sign” – that’s it!

Alternatively: Open Settings (click on the cloud symbol) and choose “Contacts” (right image)

Now the App access the contacts, extracts the necessary data (signatures and the App configuration) and configures itself.

Free (Test) version of the App

We offer a free version called “CI Signature FREE” in the App-Store, for testing purposes. This version is fully functional, but adds a link to our website in the signature. So you can test the App in full extent and get a “feeling” for it.

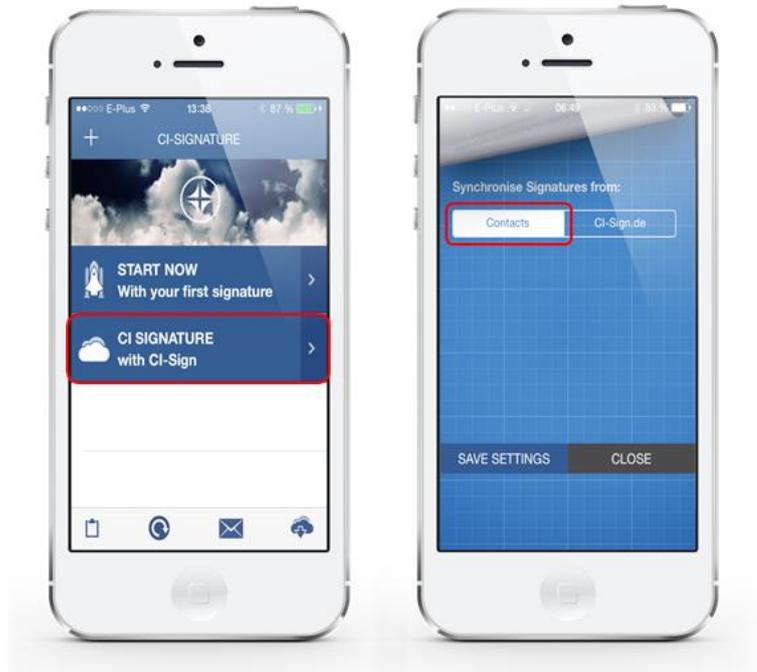


Figure 47 Iphone App

The paid version is meant for productive use and – as a matter of course – does not add any links to your signature. You can test our App completely unhurried in the FREE version before you decide to buy it. You can find both variants here: <http://www.ci-solution.com/ci-signature/>



Updating signatures for a group of users „at one go“

The CI-Sign configuration described above updates the iPhone signatures of the user after the regular Login on the System (via GOP or Netlogon). By using a Script, you are able to update the signatures of all members of an Active-Directory group at one go. You can either execute this Script manually or fully automated (e.g. daily) via the Task-Scheduler of a server. You can find a detailed description in the next chapter at *Generating of e-mail signatures for a group of users “at one go”*.

Allocation via Webserver

In this method, the signatures created by CI-Sign are provided via a webserver. That may be your IIS server or a subfolder / subdomain of your website. It is important that the signatures are accessible via http://.

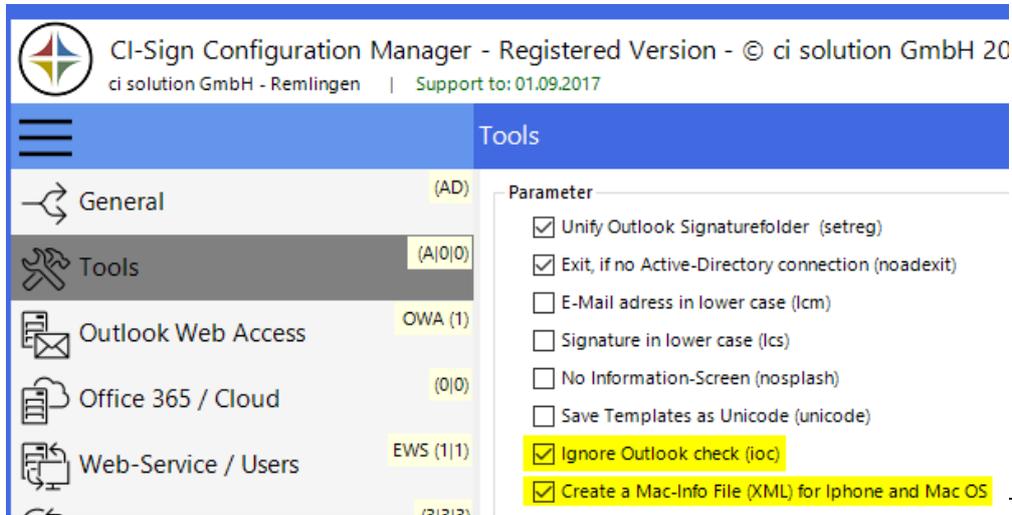
Process

1. Generation of e-mail signatures with CI-Sign
2. Allocation of the signatures on a webserver
3. Configuration of CI-Signature App / retrieve signatures

Requirements

- The generation of e-mail signatures is carried out only for a specific group of users mostly, having an appropriate device. For this purpose you need an Active-Directory group. In our example, we are working with the group “MacUsers”. Please create this group and assign the users to it.
- A webserver respectively webspace which is accessible for your Mac-User via http://. We recommend using IIS (Microsoft Internet Information Services) or a (sub)directory / subdomain of your website.

1. GENERATING OF E-MAIL SIGNATURES FOR A GROUP OF USERS "AT ONE GO"



CI-Sign Configuration Manager - Registered Version - © ci solution GmbH 2017
 ci solution GmbH - Remlingen | Support to: 01.09.2017

Tools

Parameter

- Unify Outlook Signaturefolder (setreg)
- Exit, if no Active-Directory connection (noadexit)
- E-Mail adress in lower case (lcm)
- Signature in lower case (lcs)
- No Information-Screen (nosplash)
- Save Templates as Unicode (unicode)
- Ignore Outlook check (ioc)
- Create a Mac-Info File (XML) for Iphone and Mac OS

The e-mail signatures won't be generated after a single user-login on the system as usual, they are generated via a Script instead, which is executed via the console (manually) or the task-scheduler (automatically). In this case the signatures for all users in a group will be generated "at one go" and stored in a defined storage location.

Open the CI-Sign configuration and activate the marked options:

- Ignore Outlook check (ioc)
- Create a Mac-Info File (setmac)

Now you need a VB-Script with following content:

```
Option Explicit
Dim WshShell
Set WshShell = WScript.CreateObject("WScript.Shell")
WshShell.Run "ci-sign.exe /group:MacUsers /ioc /setmac /Output:C:\Signatures\%samaccountname%"
```



Included Script

Name: *MacUsers.txt*

Location: *ci-manager\Ressource*

The execution of CI-Sign includes following starting parameter:

```
/group:MacUsers -- CI-Sign fetches all users of this Active-Directory group (here "MacUsers")
/ioc -- Ignore Outlook Check: Necessary at execution on a server (usually no Outlook installed)
/setmac -- Creates Mac-Info File (XML) for iPhone and Mac OS.
/Output:C:\... -- defines the output path, where the signatures are stored. Here you can use the variables
%samaccountname% and %logonserver%
```

After executing the script, you will find a corresponding sub-directory for each user of the group in the output path (here: C:\Signatures), named after its login-name (%samaccountname%).

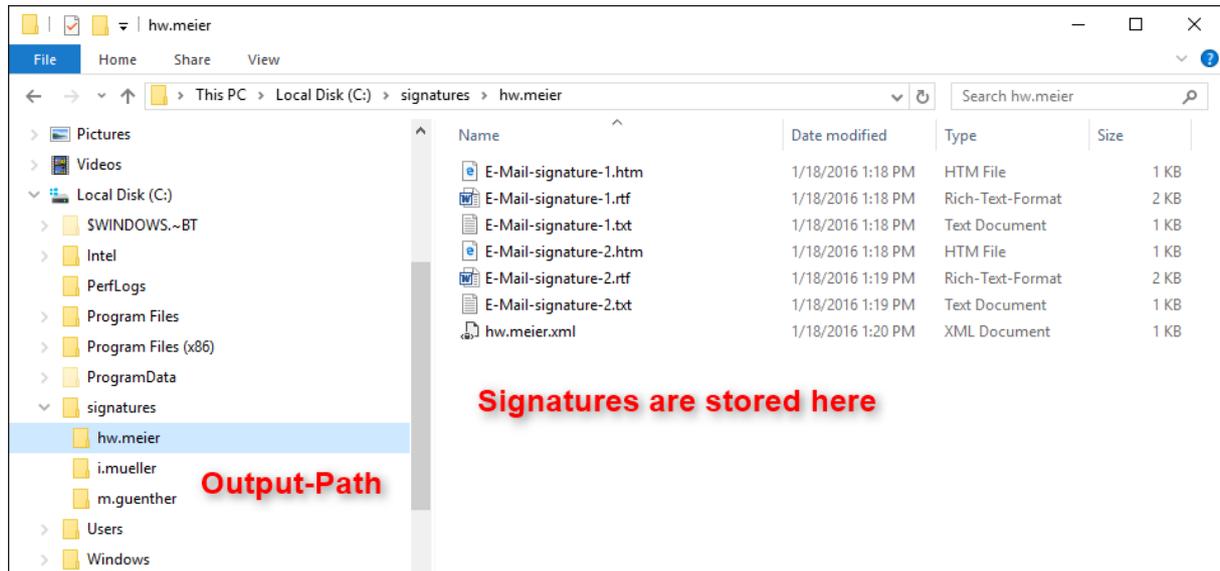


Figure 48 Folder structure after generating e-mail signatures for all users of a group

The output-path includes the e-mail signatures as well as a .xml file (Mac-Info file). The .xml file contains meta informations for the CI-Signature App, e.g. the standard signature. Here's an example:

```

<?xml version="1.0" encoding="UTF-16"?>
- <Options>
  <Option ModeHTMorTXT="HTM"/>
  <Option last_NEW_Signature="E-Mail-Signatur-2"/>
  <Option last_FR_Signature="E-Mail-Signatur-2"/>
  <Option FileList="E-Mail-Signatur-1.htm"/>
  <Option FileList="E-Mail-Signatur-2.htm"/>
</Options>

```

Figure 49 XML File content

2. ALLOCATION OF SIGNATURES ON A WEBSERVER

Upload the generated folders including their content e.g. with a FTP client of your choice to the provided directory / subdomain of your website or copy it to your IIS server.

The files have to be accessible now via http:// - internal and external. Verify the access with any webbrowser.

Example – based on:

Domain: *www.ci-solution.com*

Subfolder: *signatures*

Username: *hw.meier*

URL of config-file: *www.ci-solution.com/signatures/hw.meier/hw.meier.xml*

URL of signature: *www.ci-solution.com/signatures/hw.meier/E-Mail-Signatur-1.htm*

Important: Your browser has to be able to access this files. If not, the App won't work too.

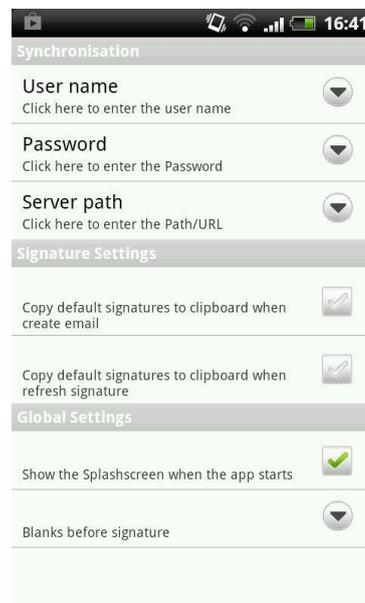
3. CONFIGURATION OF CI-SIGNATURE APP / RETRIEVING SIGNATURES

All CI-Signature Apps (iPhone, Android, Mac OSx) share the same basis more or less, and therefore have very similar settings. In each App, the location (server-path / URL) from which the signatures can be retrieved, is defined.

Enter the respective username here (login-name, correlates with foldername) as well as the path to the signature directory on your server. You don't need a password in this case.



iPhone App



Android App

Above you can see the settings of the iPhone and Android App. On the right side is a screenshot of the Mac OSx Application. The settings are very similar.

The CI-Sign Cloud

With www.ci-sign.de we offer an own service, to create e-mail signatures for the CI-Signature Apps online. This is addressed to small companies and private individuals, who are not using the CI-Signature Apps in conjunction with CI-Sign. Nevertheless, you can perform a test with the following data:

Username: sample

Password: sample

Server path: <http://www.ci-sign.de/signatures>

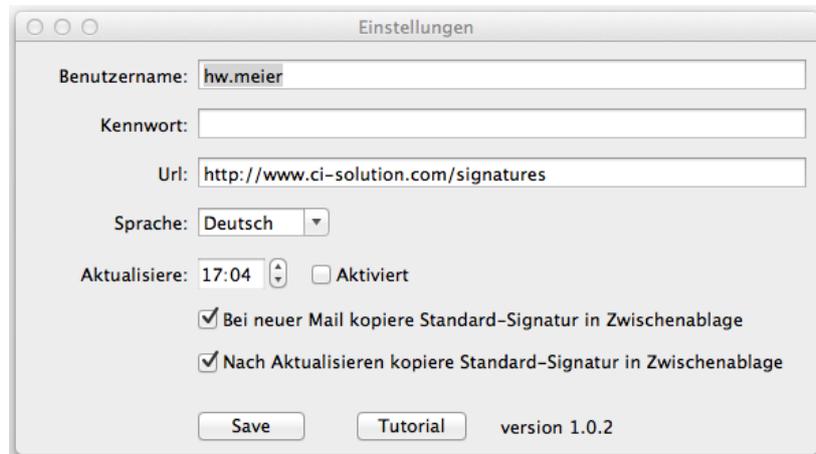


Figure 50 Mac OSx App

...USE SPEZIALVARIABLES FOR FAST RESULTS?

For example, consider different greeting for some users.

There are always 2 (or more) ways. We start off with the easiest:

1. You have a script that puts you in a specific value for a standard. You need to change only the "rest".
(For Scripts ask us, we have many for different purposes)
2. Resolution on "Denial"
Let's use now 2 different greeting styling. It can be even more.
In most cases you use e.g.
 - a. Best regards
 - b. Hello (Here is the "less" needed)

The users you want to set Hello, go into the AD and simply enter Hello in extensionAttribut1 (xData1).

Specify two special variables:

myGreeting_ (Note the underscore at the end!)

and

myGreeting_Hello

Back to the editor (inside your Signature)

Paste the text: {##myGreeting_@xData1}

Use the variables from the list by double-clicking, then there is already no spelling errors. Should a link be from the variable. Right mouse button. Remove link.

Result: Every user of nothing (""), the variable in the xData1 have {# myGeeting_] resolved.

The user with "Hello" in the xData1 is resolved with {# myGreeting_Hello}.

Problem solved ☺

...CHECK EMPTY VARIABLES AND MAKE REPLACEMENTS?

Sometimes you need the query of empty variables and an appropriate replacement.

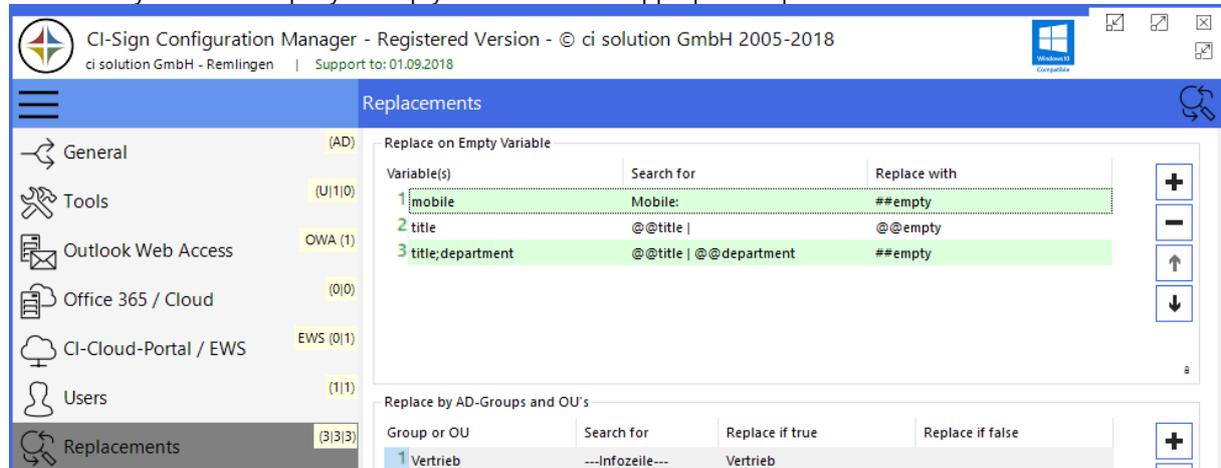


Figure 51 Replacements

Performs search and replace in email signature templates if variable is empty. Define the variable or a combination of variables (like in line 2) in column "Variable(s)". If the variable(s) are empty the text in "Search for" is replaced by the text in "Replace with".

Line 1 checks if the variables "title" and "description" are empty and replaces the text with "##empty" which removes the whole line (including line-break
).

Line 2 checks if "title" is empty and replaces the "@@title |" with @@empty. Don't worry about blank spaces, @@empty removes them.

Beware: The processing order is important! The replacements are processed from top to bottom.

Variable(s)	Search for	Replace with
1 mobile	Mobile:	##empty
2 title	@@title	@@empty
3 title;department	@@title @@department	##empty

This will not work properly if both title and description are empty. The replacement in line 2 will be performed first. Thereafter @@title is no longer in the signature and replacement in line 3 will not find the „Search for“ string.

...CREATE MULTILINGUAL SIGNATURES FROM ONE TEMPLATE?

Is an important point of multilingualism. Just in a large organization this poses a challenge. We now solve it very easily.

Suppose you will have English, French and Italian to create from a German.

(Of course less languages it could be... but just more, too ☺)

Take the German template for "Base". We make this so flexible that it can be used for all countries. To keep track, we limit ourselves here on the greeting line.

We call the template Mysignature-DE.htm (the country code is important the end!) Here: DE for German)

Open CI-Sign Configuration. Go to Register Parameters

Multilingual:

Syntax: Base; Language New1;Language New 2...

Our above example is here: base DE (German), EN, FR IT... For the separation, use semicolon.

If you are working now with the translation table: parameter: / racftt... have quickly multilingual signatures without much effort. The advantage of a translation is also send them to a Translation Bureau or the respective responsible for a certain language can help you.

...USE VARIABLE @@R2COFFILE?

If you need a variable which ends with a specific identifier (e.g. for language), use **@@r2cOfFile** (case sensitive!) This variable adopts the last two characters (without extension) of a filename.

Example:

In Template Mysignature-DE.htm the Variable also change to **DE**

In Template Mysignature-EN.htm the Variable also change to **EN...** usw.

So you can e.g. "jump" to special variables geared to specific languages.

...INSERT CURRENT DATE?

For this you have the Variable @@nowformat(Format)

Examples:

`@@nowformat(dd.MM.yyyy)` 21.08.2010

`@@nowformat(M'/d'/yyyy)` 8/21/2010

And many more like Time

The Format-Options you find here: <http://msdn.microsoft.com/de-de/library/73ctwf33.aspx>

...USE VARIABLES \$MEMBEROF, \$OUB, \$OUC?

\$MemberOf= <ADGroup> use \$MemberOf=sales

\$Oub= <OU-Base>

In OU as Base

in that sample: SBSUsers

\$Ouc= <OU-contains>

contains OU

in that sample: MyBusiness

\$Oue= <OU-exact>

Exact OU without CN

in that sample:

OU=SBSUsers,OU=Users,OU=MyBusiness,DC=cisolution,DC=local

\$Oux= <OU-contains>

contains OU

in that sample: OU=Users,OU=MyBusiness

Sample:

CN=Manfred Büttner,OU=SBSUsers,OU=Users,OU=MyBusiness,DC=cisolution,DC=local

CN=Manfred Büttner,OU=SBSUsers,OU=Users,OU=MyBusiness,DC=cisolution,DC=local

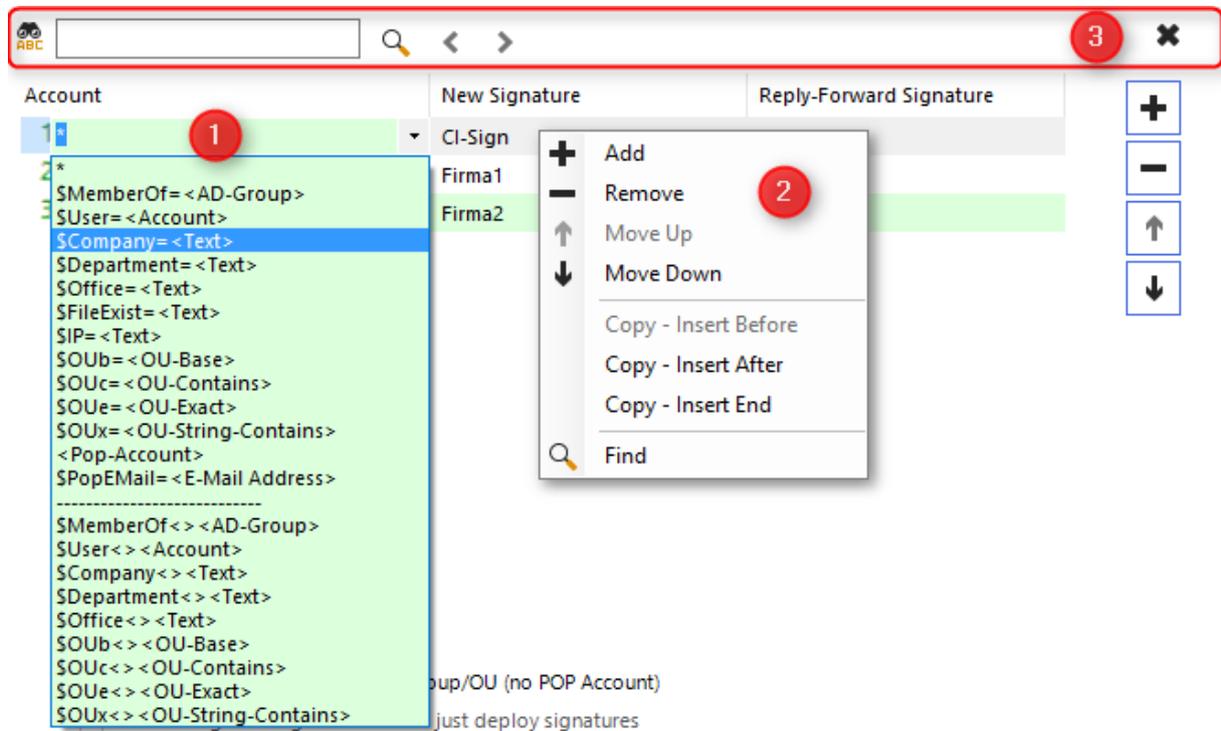
CN=Manfred Büttner,OU=SBSUsers,OU=Users,OU=MyBusiness,DC=cisolution,DC=local

\$Oub=MyBusiness will not assign to user! Base is also ever the last Unit, here displayed at „first“ Position.

...ENTER DATA IN CONFIGURATION TABLES?

Large amount of data can be entered in a table and is therefore not limited to a specific size. We want to assist you at the configuration as far as we can.

You can unfold every field in your configuration and will see input examples (1).



Hint: So get the extended context-menu, the option "Expert" has to be activated!

A new opportunity is to enter unlimited data in a table.

Just click in the field you want to edit. You can also access / edit single cells via the arrow-keys on your keyboard, as well as Return / F2.

A dropdown-list will pop up, showing several possible variants / variables.

Example:

- <AD-Group> Enter your Active-Directory group instead of <AD-Group>
- <Text> e.G. searchtext. Replace <Text> with the text you want so search for, e.G. "mobile:"

Complete your input with RETURN.

Buttons:

- + Insert Row
- x Deletes selected Row
- Pfeil aufwärts Move selected Row up
- Pfeil abwärts Move selected Row down

With a right mouseclick, a context-menu pop up, showing enhanced copy-functions as well as a Search-Function, giving you the possibility to search the table!

The Search-Function can also be called via the standard-combination Strg + F.

Apart from that, the usual copy&paste functions are also available.

...PERFORM A SOFTWARE-UPDATE

The easiest way to perform an Internet-Update is via the built-in Update function. Just click on the „Internet Update“ Button in CI-Manager.

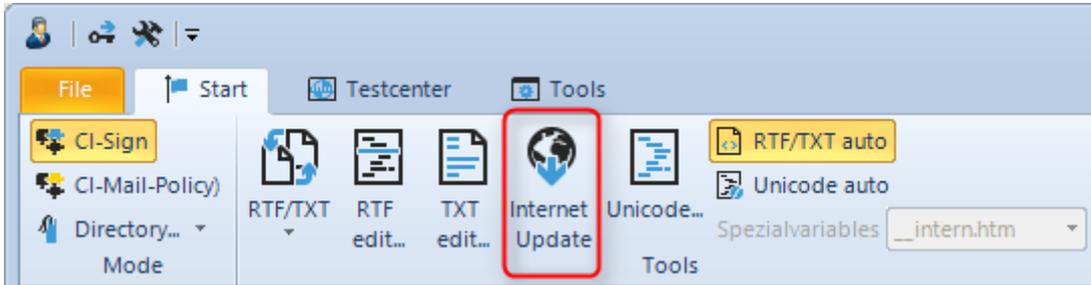


Figure 52 CI-Manager - Open Internet Update Dialog

First of all, click the „Check“ Button in the upcoming dialog. Please be aware that your license-key is still valid, otherwise the new version won't be executable with the old license!

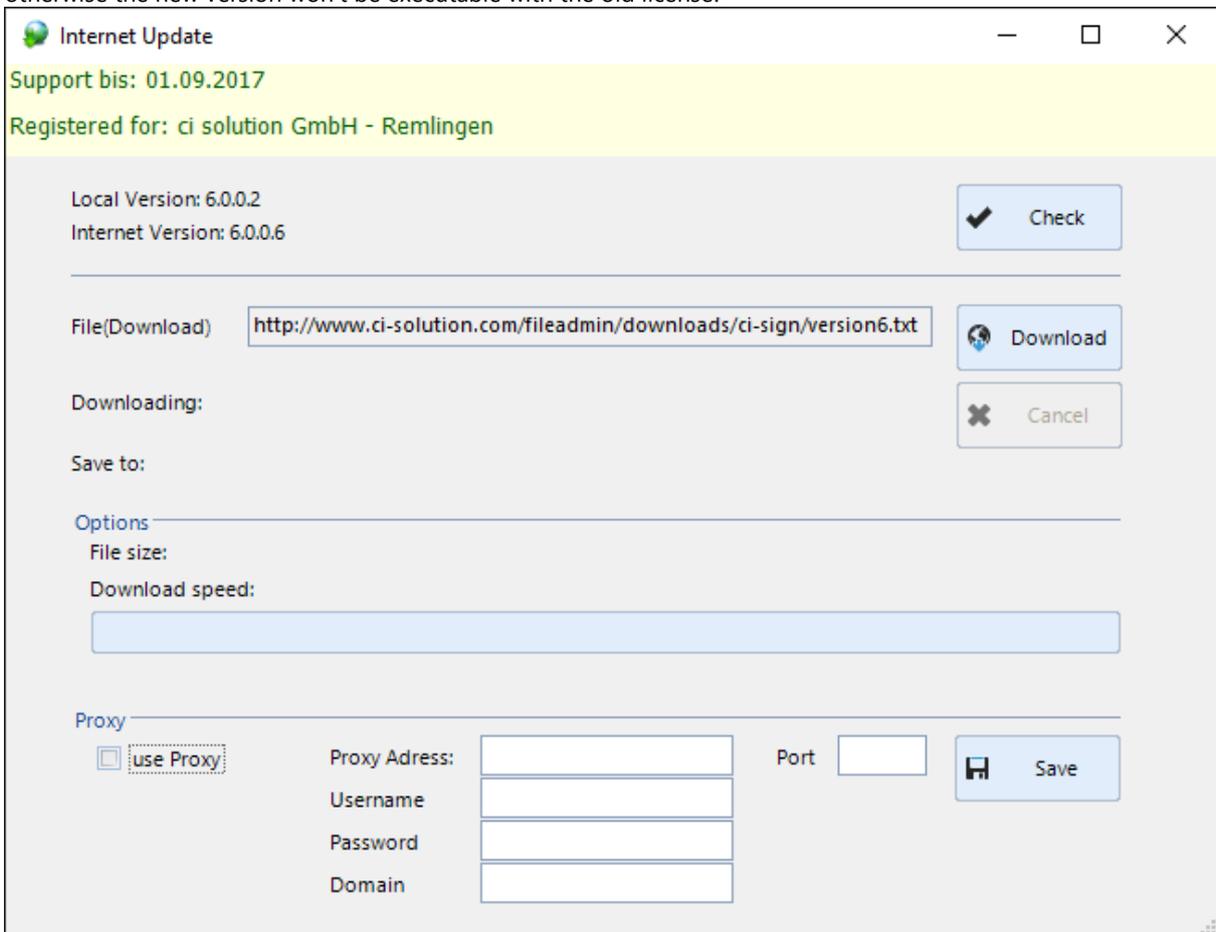


Figure 53 Internet Update

If a new version is available, click at the "Download" Button and the software will update itself automatically.

Manual Update:

Visit <http://www.ci-solution.com/hilfe-support.html>, you'll find the update packages in the right column.

Download them and unpack the ZIP-file.

The extracted files have the same structure like your CI-Sign folder – please copy the files in your CI-Sign directory.

...USING DIFFERENT FONTS?

Why different fonts should be avoided

The Fonts offered in CI-Manager are WEB-suitable Fonts which are present on most Systems / Devices. Means, they have the highest compatibility. If you are using different or own Fonts, keep in mind that the receiver most likely doesn't have this font installed. Think about the huge amount of operating-systems and end devices (PC, Mac, iPhone, Android ...). In this case, the font will be replaced with a "neutral" font on the receivers side (the font will NOT be embedded within the e-mail). As a result, the signature will look different on the receiving end as it looks on the sender's side. So you'll lose the control over your Layout.

If you want to use your own font anyway, it has to be done like this:

Adding additional font:

Navigate to following folder: \ci-manager\editor\config\xml-toolbar

Open the XML-File: ci-solution-toolbar-html-2013.xml

Search for the marked section – it starts at line 56 (if no changes were made).

The tag you're searching for is:

```
<dropdownlist ... callback="editFont (dropdown.selectedItem.value) " tag="FONT"
tooltipid="3016">
```

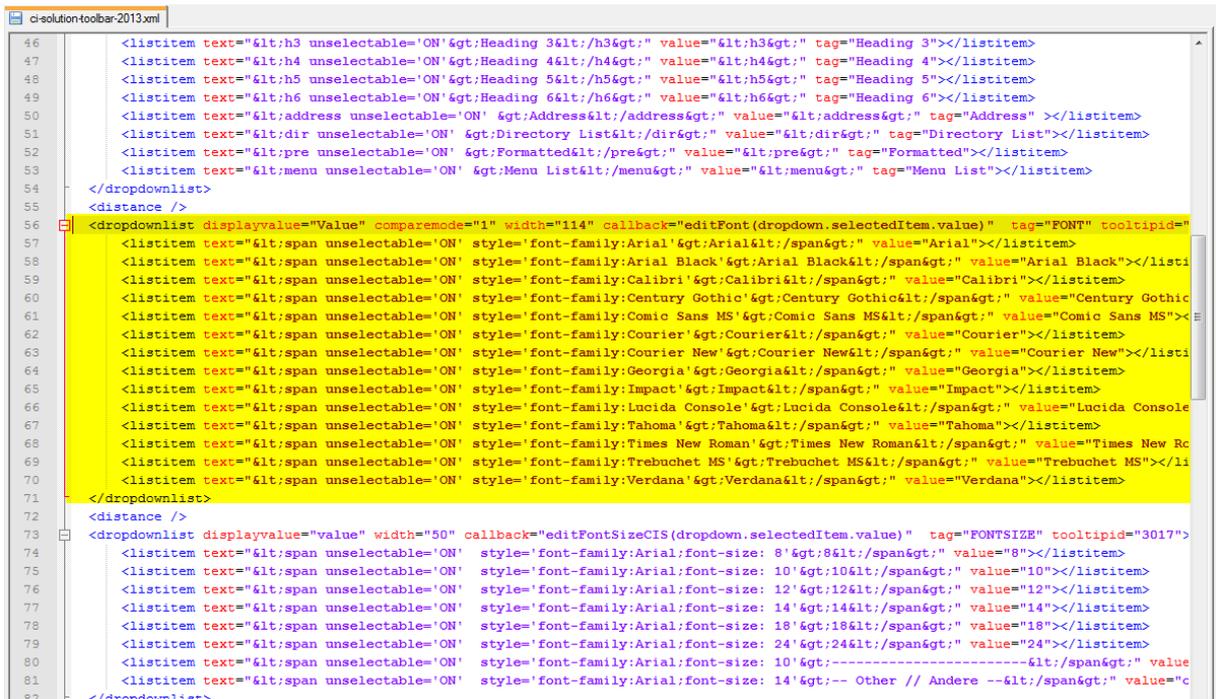


Figure 54 Add a new Font

Copy one of the <listitem ...></listitem> lines as basis for your font. Add this line to the desired position. Now replace the „old“ Font (3x places in total) with the „new“ Font. Example:

```
<listitem text="&lt;span unselectable='ON' style='font-family:Arial'&gt;&lt;u>Arial&lt;/u&lt;/span&gt;" value="Arial"></listitem>
```

becomes:

```
<listitem text="&lt;span unselectable='ON' style='font-family:FontXYZ'&gt;&lt;u>FontXYZ&lt;/u&lt;/span&gt;" value="FontXYZ"></listitem>
```

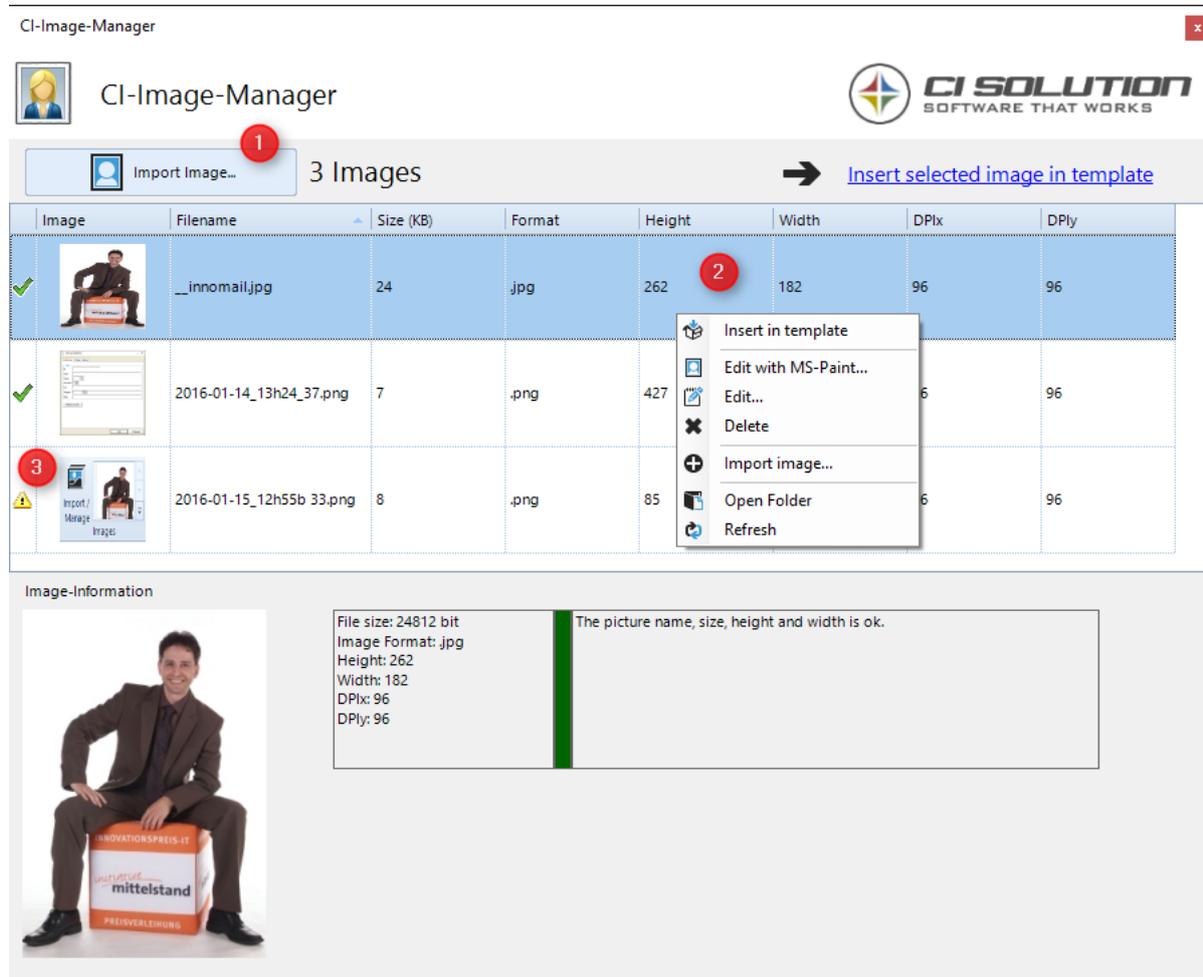
...IMPORT / EDIT IMAGES WITH CI-IMAGE-MANAGER?



By a click at „Import / Manage“ you'll get to the CI-Image-Manager (shown below). All images in the library (Folder "CI-Sign/Images") will be displayed there. By clicking at "Import Image" (1) you can add new Images to the library. A dialog opens from where you can choose your Image from the filesystem.

When you select an Image from the table, you can open a context-menu by clicking the right mouse-button (2). Here you'll find further functions like e.G. "Delete" and "Edit". If you choose "Edit", another Dialog shows up which offers you the most important, rudimentary tools for image-editing like changing the size or flipping the image. No more functions are offered here, designated Graphics software are doing a better Job.

Below the table you'll see the selected Image, a summary of image informations as well as a colored indicator (green here), indicating if the graphic is OK or if there's a problem. You can also see it if a warning symbol is shown at the table (3).



CI-Image-Manager

CI-Image-Manager

Import Image... 3 Images → [Insert selected image in template](#)

Image	Filename	Size (KB)	Format	Height	Width	DPIx	DPIy
	 _innomail.jpg	24	.jpg	262	182	96	96
	 2016-01-14_13h24_37.png	7	.png	427		6	96
	 2016-01-15_12h55b 33.png	8	.png	85		6	96

Image-Information



File size: 24812 bit
 Image Format: jpg
 Height: 262
 Width: 182
 DPIx: 96
 DPIy: 96

The picture name, size, height and width is ok.

Figure 55 CI-Image Manager

If a warning symbol is shown, at least one of the following issues exists:

1. A space in the filename
2. Filesize is greater than 100 KB
3. Image-Width > 1000 Pixel.
4. Image-Height > 1000 Pixel.

...MANAGE USER IN CI-MANAGER?

Since Version 5.0.25, CI-Manager offers a User-Management to e.G. allow single users to edit only specific signatures and special-variables, as well as settings like "is allowed to add new variable" or "delete".

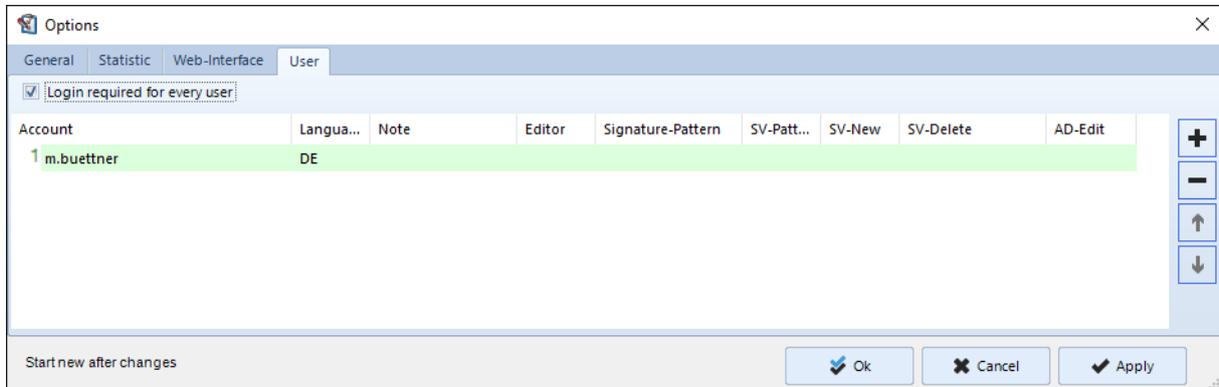


Figure 56 CI-Manager - Options

For this mode, a login for each User is necessary. If it's activated, you can access the Software only with "Admin" resp. any other User which is in the list.

Specify an Active-Directory-Account at „Account“.

Now, besides of Language and Note, you can specify which functions are locked for this user in CI-Manager / which signatures and special-variables are allowed to edit.

Example:

Editor: Type in „-“: Only the view „special variables“ is possible for this user.

Signature-pattern and SV-pattern (SV=special variable)

You have the following opportunities:

- „*“ shows all signatures (or empty, no input)
- *_DE shows all signatures / special-variables ending with „_DE“.
- *_DE_* shows all signatures / special variables containing „_DE_“.
- DE_* shows all signatures / special variables starting with „DE_“.

If you want to specify a name exclusively, type it without "*" completely.

For further Names, separate the Values with „|“ (Pipe).

Example: *_DE|*_EN shows all with _DE **AND** _EN ending Names.

SV-New: „-“ Disables the opportunity to create / copy new special-variables.

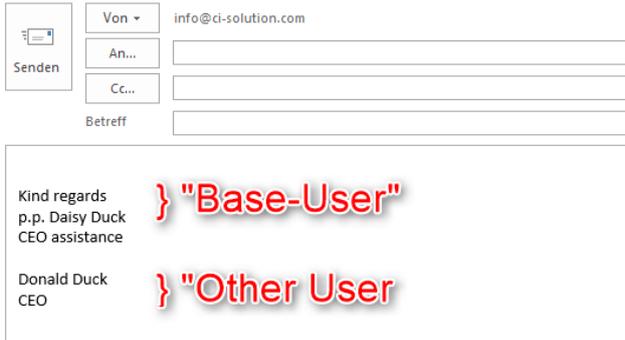
SV-Delete: „-“ Disables the opportunity to delete special-variables

AD-Edit: „-“ Disables the opportunity to edit in Active-Directory (Group management).

...COMBINE USER-DATA?

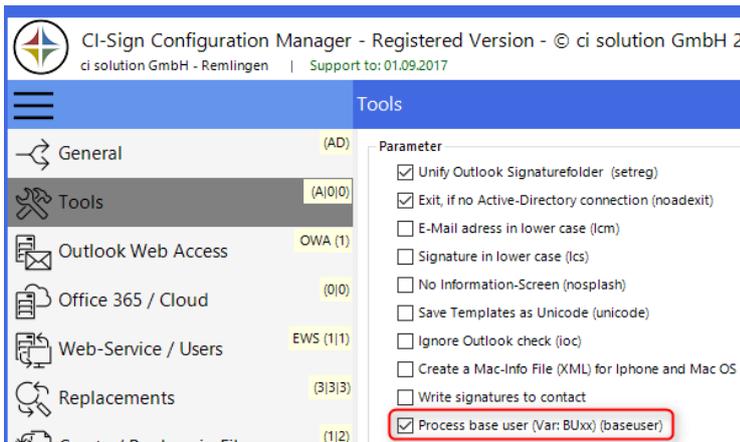
The function „other User“ provides users apart from their own signatures further signatures of other Users. For instance because this User has to send e-mails in the name of other Users – classic use-case: Assistance / CEO. You'll find the base-configuration for "other User" in the chapter: [other User / Groups](#).

Now it would be desirable to combine the data of both users in the signature, to get the following Result:



„Base-User“ is the user currently logged-in to the System. „Other User“ was assigned to „Base-User“ via the function „other User“ as additional Signature.

To combine the Data of both users, activate following Option in the CI-Sign Configuration:



In the signature-template, please use the attributes with a „BU“ prefix, e.G. @@BUgivenName, to insert the userdata of the Base-User from the Active-Directory. The Template could start like this:

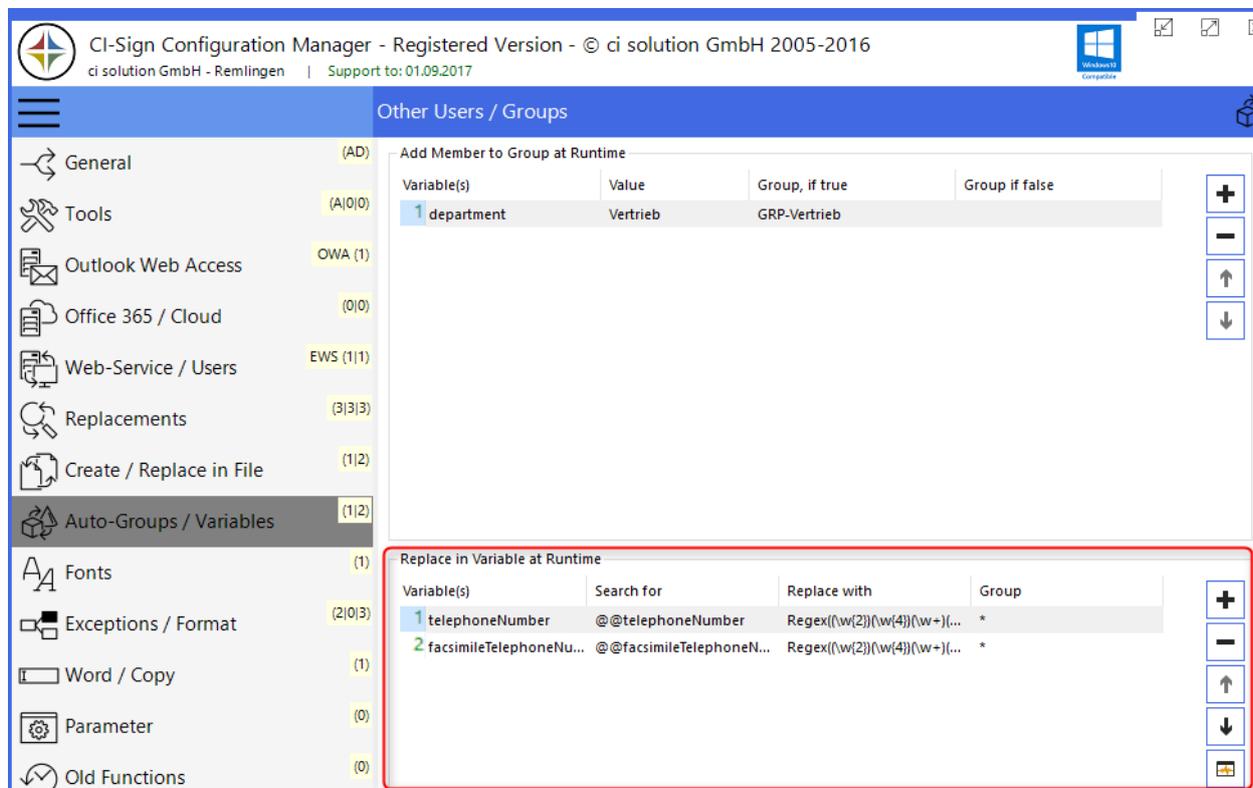
```
Viele Grüße
@@BUxData1 ##BUgivenName ##BUsn
##BUtitle

@@givenName @@sn
##title
```

Here, the variable @@BUxData1, -> ExtensionAttribut1 of the Base-User is used for representation (e.G. „p.p.“).

If CI-Sign is executed without "other User", the BU-variables will be deleted.

...REPLACEMENTS WITH REGULAR EXPRESSIONS (REGEX)?



With „Replace in variable at runtime“ and Regular Expressions, you can Format for instance telephone-numbers for the signature in a specific format (+49 9369 980441)

Enter the Regular Expression in the field „replace with“ with following format:

Regex(Pattern, Replacement)

Here are 3 Examples:

Example 1:

Telephone number in AD: +499369980441
 Favored format in signature: +49 9369 980-441
 RegEx for „replace with“: `Regex((\+\d{2})(\d{4})(\d+)(\d{3}),$1 $2 $3-$4)`

Example 2:

Telephone number in AD: +49(9369)980-441
 Favored format in signature: 09369 980-441
 RegEx for „replace with“: `Regex((\+\d{2})((\d+))(\d+)-(\d+),0$2 $3-$4)`

Example 3:

Telephone number in AD: 09369 980441
 Favored format in signature: +49 9369 980441
 RegEx for „replace with“: `Regex((\d{1})(\d+)\s+(\d+),+49 $2 $3)`

`Regex(((\w\s-+)(\W{2}))(+), $3 $1)` Replaces e.G. in display-name: „Büttner, Manfred“ with „Manfred Büttner“

Documentation of language-elements for Regular Expressions:
[https://msdn.microsoft.com/de-de/library/az24scfc\(v=vs.110\).aspx](https://msdn.microsoft.com/de-de/library/az24scfc(v=vs.110).aspx)

...CHANGE THE E-MAIL SENDER DYNAMICALLY

In conjunction with [CI-Mail-Policy](#) you have the opportunity to change the sender, respectively the sender e-mail address dynamically, in dependency with the e-mail signature.

Example: A Car Dealership is selling the brands Volkswagen and Audi, the root-domain is *ci-cardealership.com*

This leads to the following e-mail addresses:

selling@ci-cardealership.com
selling@audi.ci-cardealership.com
selling@vw.ci-cardealership.com

The seller has a total amount of 3 signatures, one for each e-mail address. By default he sends e-mails via his main e-mail address *selling@ci-cardealership.com*. Writing for one of the brands Audi or Volkswagen, he's using a suitable signature. Now the sender e-mail address needs to be adjusted automatically.

In the other two signatures „Audi“ and „VW“, a keyword will be integrated.

Signature Audi -> *sendas:selling@audi.ci-ci-cardealership.com*
 Signature VW -> *sendas:verkaeufervw@vw.ci-cardealership.com*

In [CI-Mail-Policy](#) (our Server-service for Exchange), a Rule will be defined which recognizes the Keyword and subsequently changes the sender-address automatically - from *selling@ci-cardealership.com* to *selling@audi.ci-cardealership.com* respectively [selling@vw.ci-cardealership.com](#).

...INSERT DATE VALUES?

It is possible to insert Date/Time values in your Signature, which can be formatted also.

@@week – Calendar week two digit (01...52/53)

@@date

With the @@date variable it is possible to create various Date/Time Formats. Those apply always to the point of time on which the Signature was distributed.

In the following listing you can see several possible formats. (Example-date: 07/01/2016)

Format	Output
@@date	07/01/2016
@@date(yyyy-MM-dd)	2016-01-07
@@date(dddd)	Friday
@@date(MMMM)	July
@@date(yyyy)	2016
@@date(dddd, dd. MMMM yyyy)	Friday, 01. July 2016
@@date(HH:mm)	13:45

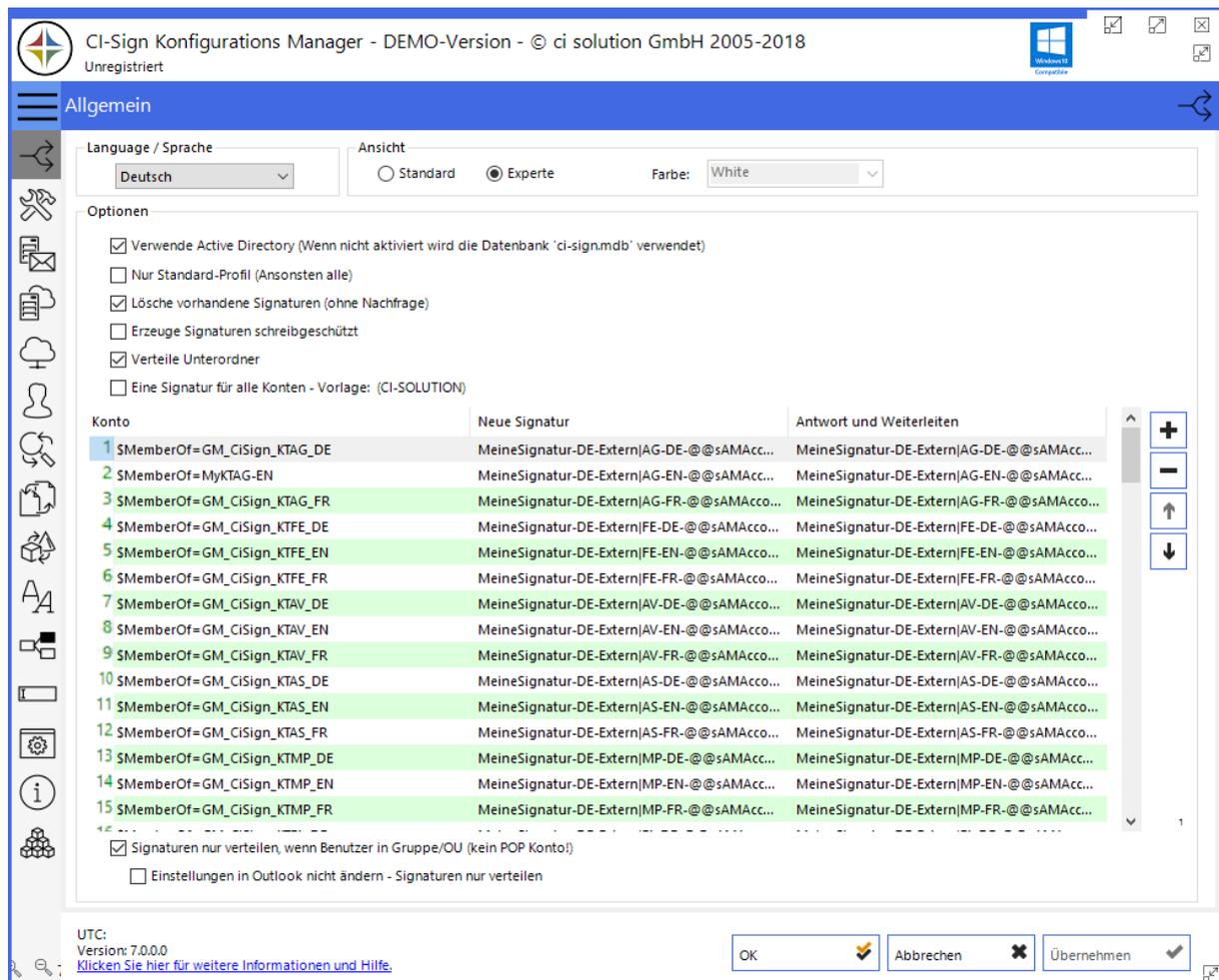
In the following MSDN website you'll find some information about Standard Date and Time Format Strings

[https://msdn.microsoft.com/en-us/library/az4se3k1\(v=vs.110\).aspx](https://msdn.microsoft.com/en-us/library/az4se3k1(v=vs.110).aspx)

21. CI-SIGN EXTREME! ***

Seeing the headline as a warning – with CI-Sign you are able to implement “extreme” requirements, like distributing different branch of offices as well as different languages and several signatures to users (groups). All of that can be generated out of a single template!

Such an implementation demands a well-thought-out planning! It’s mostly the last step of optimization of many templates! This function can supported only rudimental via the telephone-support. Please arrange an (chargeable) on-site operation with us or your specialist retailer.



Users of different groups receive Signatures respectively of their group membership, generated out of a single template (like in the screenshot above). The generated file will adapt (amongst other things) the account-name of the user.

The File MeineSignatur-DE-Extern could have this content sample

```
{##Danke_@@xPcOfFile}
{##xGruss_@@xPcOfFile}
```

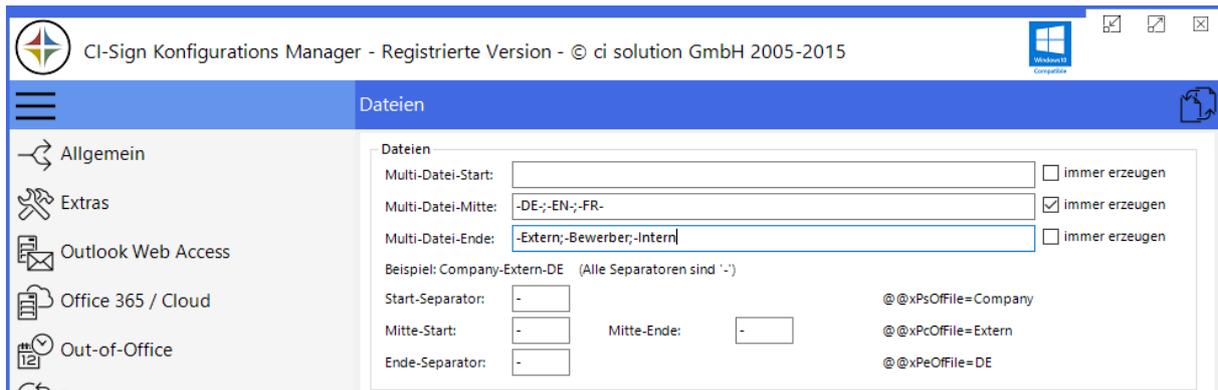
```
i.A.@@givenName @@sn
##title
```

```
{##@@xPsOfFile_Firma}
##department
@@streetAddress
@@postalCode @@l
Fon ##telephoneNumber
Fax ##facsimileTelephoneNumber
```

Mobil ##mobile
 @@mail

Zum Verständnis: Im Register Dateien werden dazu der Mittlere- und End-Bereich festgelegt.
 In diesem Fall werden IMMER DE, EN; und FR (Sprachen) erzeugt. Die End-Bereiche aber werden nur dann erzeugt, wenn der Benutzer einer Gruppe angehört.

Um mit den Dateien arbeiten zu können, gibt es 3 Bereiche des Dateinamens.



In unserem Beispiel werden z.B. folgende Dateinamen erzeugt.

AG-DE-m.buettner-Extern

- AG=Firmenname / Kürzel
- DE=Sprache, hier Deutsch
- m.buettner = Kontoname des Benutzers
- Extern= Kennzeichen, hier für externen Versand

Die Separatoren sind „-“ und somit ergeben sich folgende Werte für die Variablen:

- @@xPsOfFile = AG
- @@xPcOfFile = DE
- @@xPeOfFile = Extern

Die verweisenden Spezialvariablen könnten so aussehen:

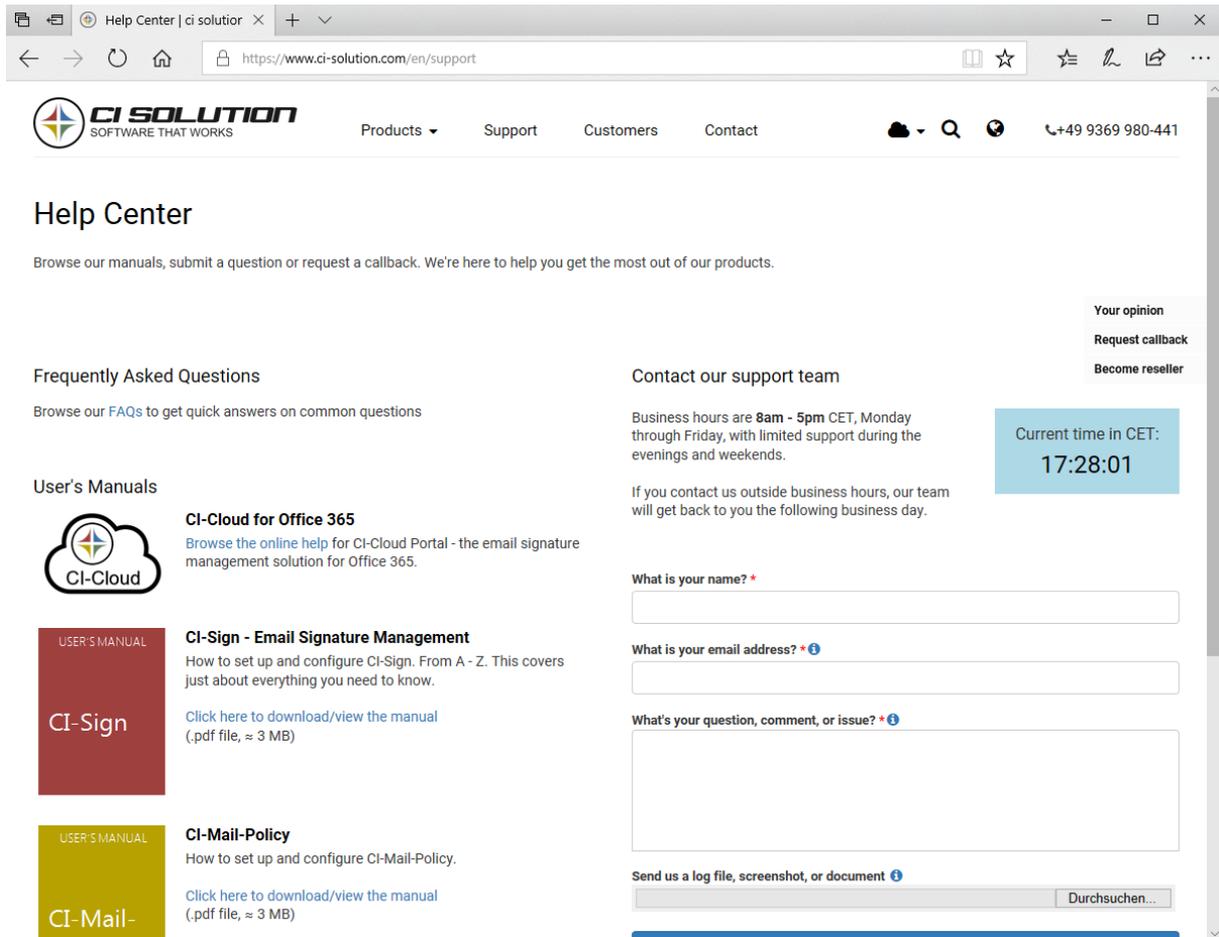
```

{##AG_Firma}AG GmbH {end ##AG_Firma}<br><br>
{##FE_Firma}FE GmbH{end ##FE_Firma}<br><br>
{##xGruss_FR}FR GRUSS{end ##xGruss_FR}<br><br>
{##xGruss_EN}Best regards{end ##xGruss_EN}<br><br>
{##xGruss_DE}Mit freundlichen Gr&uuml;en {end ##xGruss_DE}<br><br>
{##xInfo_FR}was immer das in FR heisst...{end ##xInfo_FR}<br><br>
{##xInfo_EN}For further information feel free to contact me.&nbsp;Your welcome!&nbsp;{end ##xInfo_EN}<br><br>
{##xInfo_DE}Gerne gebe ich Ihnen weitere Informationen. {end ##xInfo_DE}<br><br>
{##Danke_FR}Merci!{end ##Danke_FR}<br><br>
{##Danke_EN}Thank you!{end ##Danke_EN}<br><br>
{##Danke_DE}Vielen Dank!{end ##Danke_DE}<br><br>
  
```

22. HELP AND SUPPORT

On our Homepage <https://ci-solution.com/en> you'll find a support section. Here you find frequently asked questions and a learn center with short videos of how to setup and configure ci-sign.

We also offer a TeamViewer (at bottom of Page, right side) guest module for supporting you directly on your PC.



The screenshot shows the CI SOLUTION Help Center website. The browser address bar displays <https://www.ci-solution.com/en/support>. The website header includes the CI SOLUTION logo, navigation links for Products, Support, Customers, and Contact, and a phone number +49 9369 980-441. The main heading is "Help Center" with a subtext: "Browse our manuals, submit a question or request a callback. We're here to help you get the most out of our products." On the right side, there are buttons for "Your opinion", "Request callback", and "Become reseller". The "Frequently Asked Questions" section includes a link to browse FAQs. The "User's Manuals" section lists three manuals: "CI-Cloud for Office 365", "CI-Sign - Email Signature Management", and "CI-Mail-Policy". The "Contact our support team" section provides business hours (8am - 5pm CET, Monday through Friday) and a contact form with fields for name, email address, and question/issue. A "Current time in CET: 17:28:01" box is also present. At the bottom, there is a "Send us a log file, screenshot, or document" section with a search button labeled "Durchsuchen...".

Figure 57 Homepage ci solution

23. COMPANY PROFILE

ci solution GmbH specialises in the development and sales of unique software solutions. The company, founded in 2006 (starting 1999 as e.K.), is a partner much in demand world-wide, offering a very extensive product portfolio. In particular, CI-SIGN, a program used for the central integration of email signatures within a network, CI-MAIL-POLICY for managing incoming and outgoing emails and the CI Out of Office Manager for central management of absence messages within a network are extremely popular with customers. In addition, ci solution software displays the highest functional capacity and reliability and the price-performance ratio is absolutely convincing.

NOTE ON OUR PRODUCT DESCRIPTIONS:

Unlike other software providers, we avoid superlatives such as "more than all other ...," "the only software to support this function" and similar phrases. Please be assured that we are up-to-date.

We have references and comments by customers that emphasise our performance, and although we are often highly praised we can manage without denigrating other manufacturers!
Our products certainly don't have fewer functions than others.

In developing products, we take care to follow a simple, straightforward path so that if there is an error, usually determined by the settings (often no more than a typo), we can correct it as quickly as possible.

We are constantly working on our software, and find it very practical that we have it in daily use as well. Our intuition skills lie in the scope of the functions and the interface to other applications. Here, every software package has its own functional capacity, which can be extended with our own additional products.

CI-Sign - Automated signatures in the network

CI-Sign not only manages signatures, but also enables campaigns, marketing actions and dynamic variables (not just dynamic values, but also dynamic variables)!

CI-Out of Office Manager: Absence assistant

Users generally go on holiday on a Monday. What happens from Friday to Monday?
The emails are all sent nicely to the inbox ... but not with us!

CI-Mail-Policy - Set of rules and actions for Exchange

Here we also support BCC (blind carbon copy). Many others keep it quiet that they do not support this by no means unimportant option at all.

CI-Archiv: Email archiving

Complies with legislation and is secure. Archiving just couldn't be any simpler.

And yet you do find the superlative "unique" in our company profile.

We don't have to hide behind anyone else with our software packages.

Our intuition covers the latest components, graphic user interfaces, views and practical functions for business use.

ci solution GmbH

Manfred Büttner
Managing Director

24. HISTORY (STAGES AND INFORMATIONS)

You find our product history here:

<http://www.ci-solution.com/hilfe-support/revision.html>

25. SETTING UP THE SOFTWARE THROUGH US OR RESELLER

In larger or complex network constellations we offer our Local support. We come to you directly. Directly by us or by a reseller at your location. Ask for our daily rates (depending on location) If you need such assistance.

26. FEEDBACK AND CONTACT

If you have any questions, suggestions or criticism – Please don't hesitate to contact us:

E-Mail: info@ci-solution.com

Telephone: +49 (0) 9369 / 980-441

Fax: +49 (0) 9369 / 980-443

We are confident that our software will assist you in solving your tasks and looking forward to your feedback.

We would be very happy about your customer-opinion!

<http://www.ci-solution.com/kundenstimmen.html>

One word about our Support:

We are always glad to be at your service. Nevertheless, technical details like the configuration of your Exchange-Server or your Network should be checked with your system administrator or service provider before contacting us. Only then we can move forward efficiently.

If you have - for example – no rights in your Exchange-Server, we cannot help you setting up the Software – even if we want to.



Regards

Your ci Solution - Team