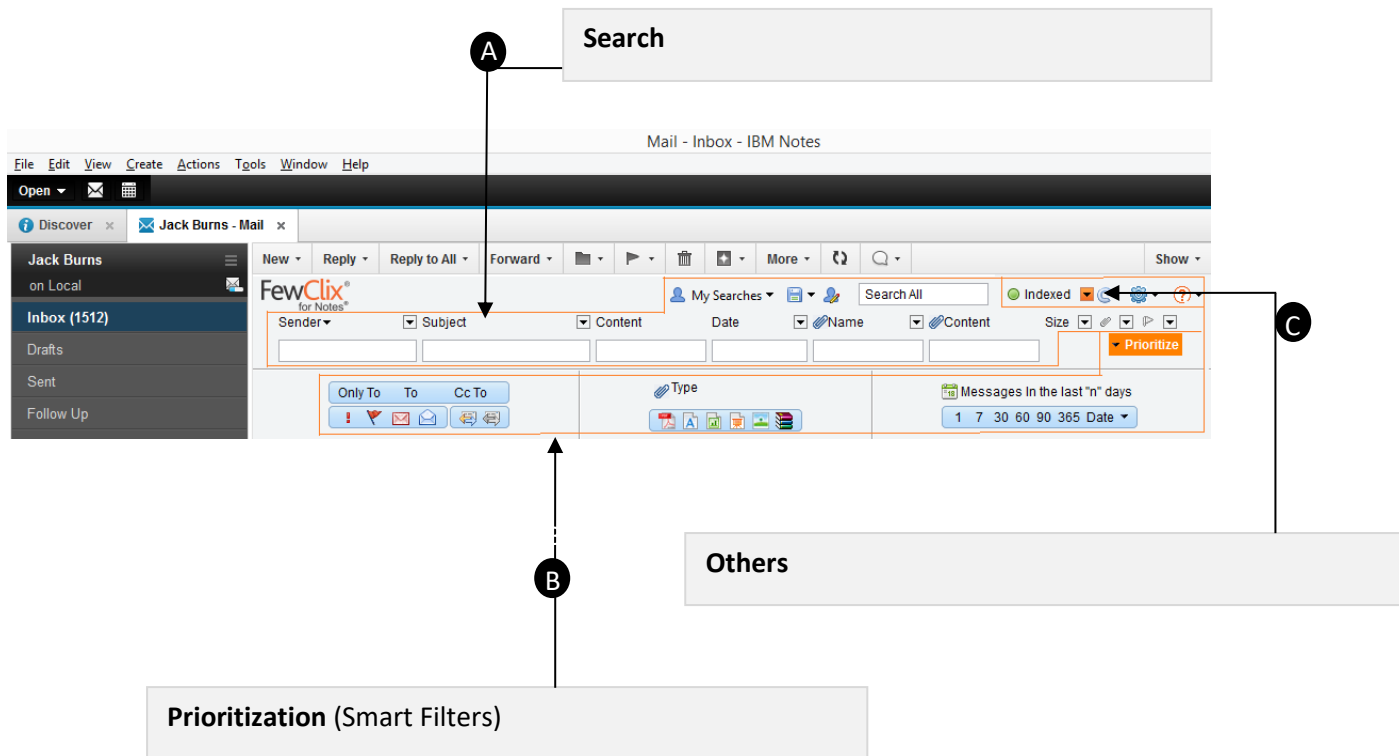


FewClix[®] for Notes[®]


Quick start Guide

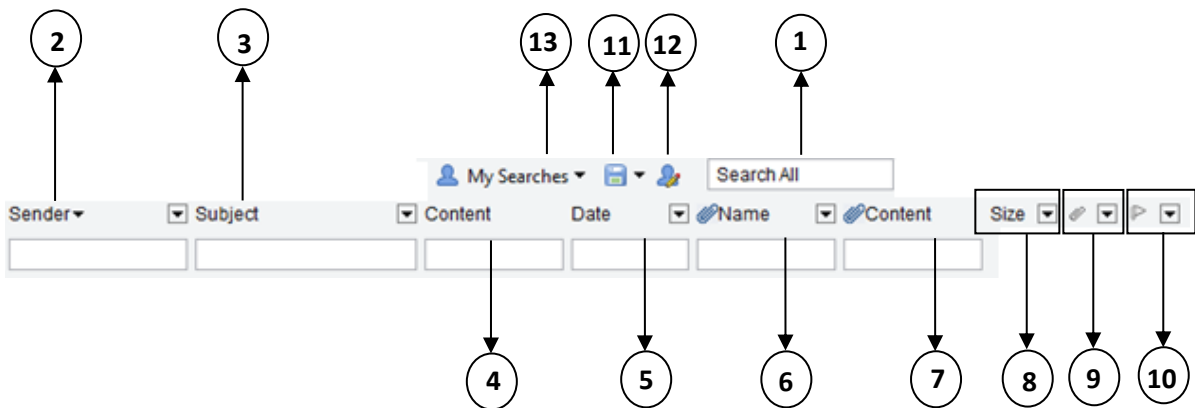
www.fewclix.com

FewClix for Notes



A Search (Quick Search Bar)


Using Quick Search Bar, you can locate any email. To clear your search results, just click on the  icon that appears to the left of the Sender text area whenever a Search or Prioritize operation is performed

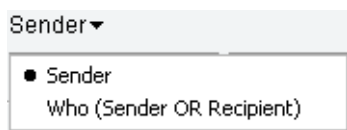




1.

Searches for a particular word or a phrase anywhere in your email such as email sender or recipient, domain, body, subject, attachment name or attachment content

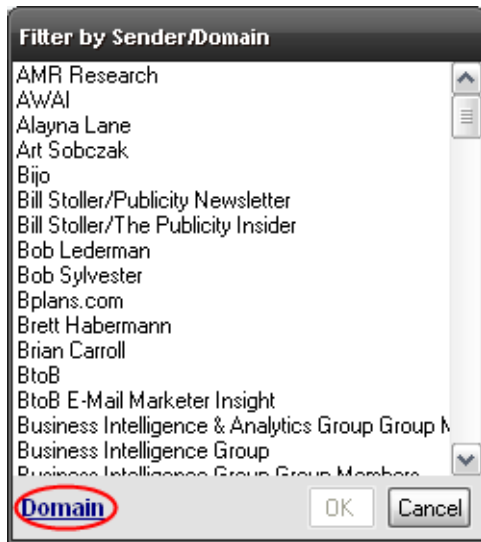
2.

To locate email messages from a specific sender, enter the name in the **Sender** text area of the search bar or select the name by clicking on the  filter option. To locate email messages from multiple senders, enter multiple names separated by commas



(i) To locate an email irrespective of whether the person is in From (Sender), To (Recipient) or Cc (Recipient), click on the  next to 'Sender' and select the 'Who (Sender OR Recipient)' option from the drop-down list. Then type the name of the person or select the name from the  filter option

The search result will show you all email messages that you received from the person as well as email messages you received from others where the selected person is either in the To or Cc list



(ii) When using the filter option, you can also search by Domains using the 'Domain' option highlighted on the left

For example: you can either type 'gbs.com' or select 'gbs.com' from the Domain drop-down list to locate all email you have received from people whose email address has the 'gbs.com' domain

3.

To locate email messages by a word or phrase you remember from the email subject, enter it in the **Subject** text area of the search bar or select the subject by clicking on the filter option

4.

To locate email messages by a word or phrase you remember from the Content (body) of the email message, enter it in the **Content** text area of the search bar

5.

To locate email messages by a specific date, enter the date in the **Date** text area of the search bar or select a date or a period by clicking on the filter option. Expand the 'Calendar' option to select email by **Year, Month or Date**. Expand the 'Date' option to select email by date

6.

To locate an attachment by its name or a separate word in the name, enter the name or word in the **Name** text area of the search bar or select the attachment name by clicking on the filter option

7.

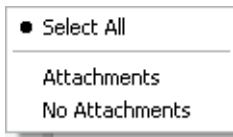
To locate email messages by a word or phrase you remember from the body of the attachment, enter the details in the **Content** text area of the search bar


8.


- Select All
- < 25K
- 25K - 100K
- 100K - 1M
- 1M - 5M
- > 5M

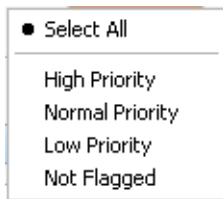
To locate email messages of a particular size, use the **Size** drop-down and select the desired size range


9. 





To view email messages with or without attachments, use the  drop-down and select one of the two options

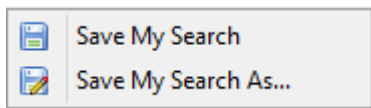
10. 



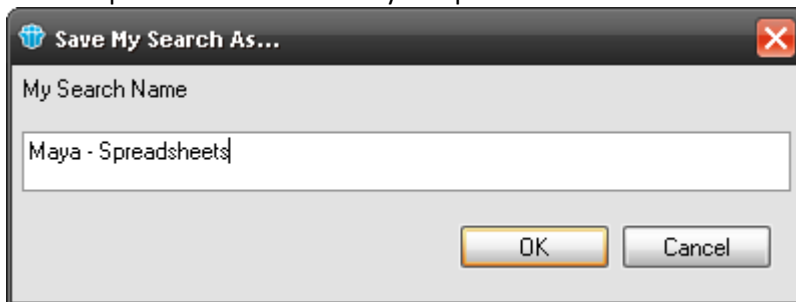
To view email messages by the type of follow-up Flag, use the  drop-down and select between 'High Priority', 'Normal Priority', 'Low Priority' or 'Not Flagged'

11. 


To save your 'frequent' searches, click on the  next to 'Save' icon and select the 'Save My Search' option.




a) **Save My Search** - In the pop-up window, enter a name for the search and click 'OK'. For example: Save search as 'Maya – Spreadsheets'

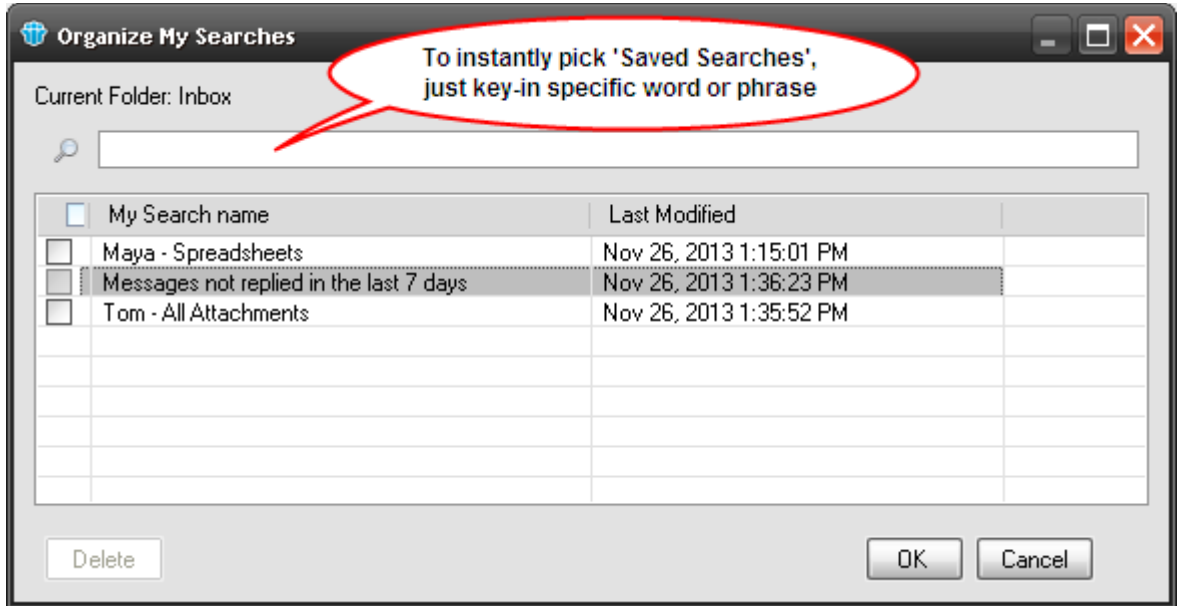


b) **Save My Search As...** – Saves the same search result with a different name

12. 

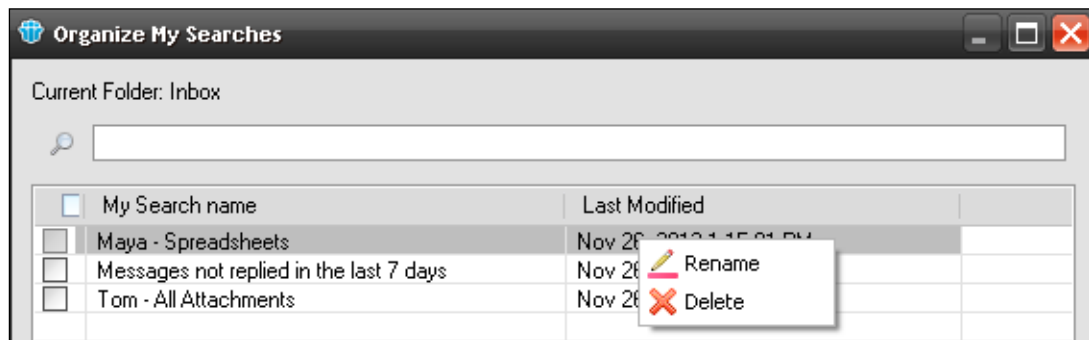
To Organize My Search click on .

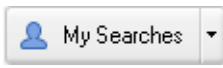
Organize My Searches – Enables you to find, rename or delete your My Searches.



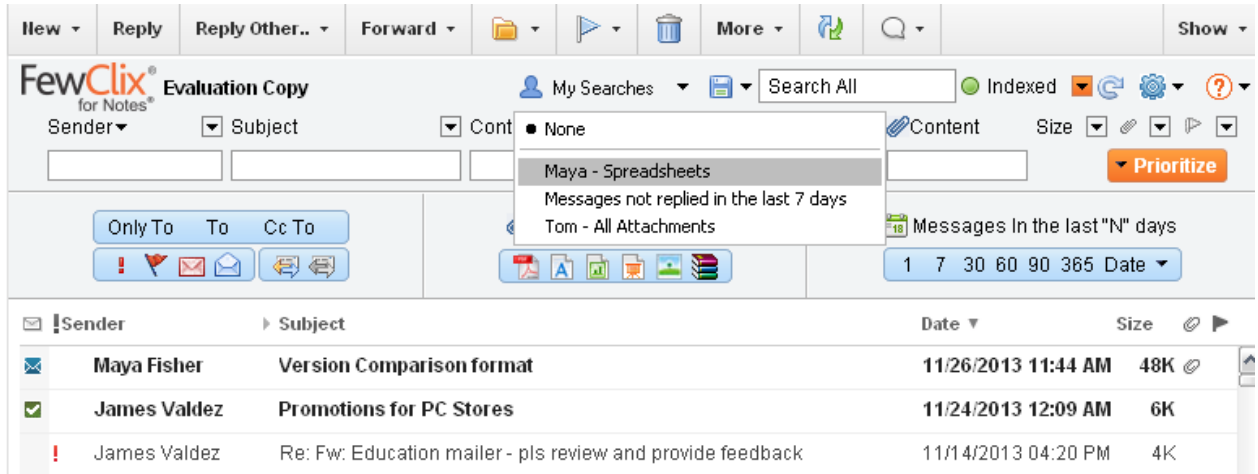
To Delete: Select a My Search and click **'Delete'**, right-click on the **'My Search'** and click **'Delete'**

To Rename: Right-click on the **'My Search'** and click **'Rename'**



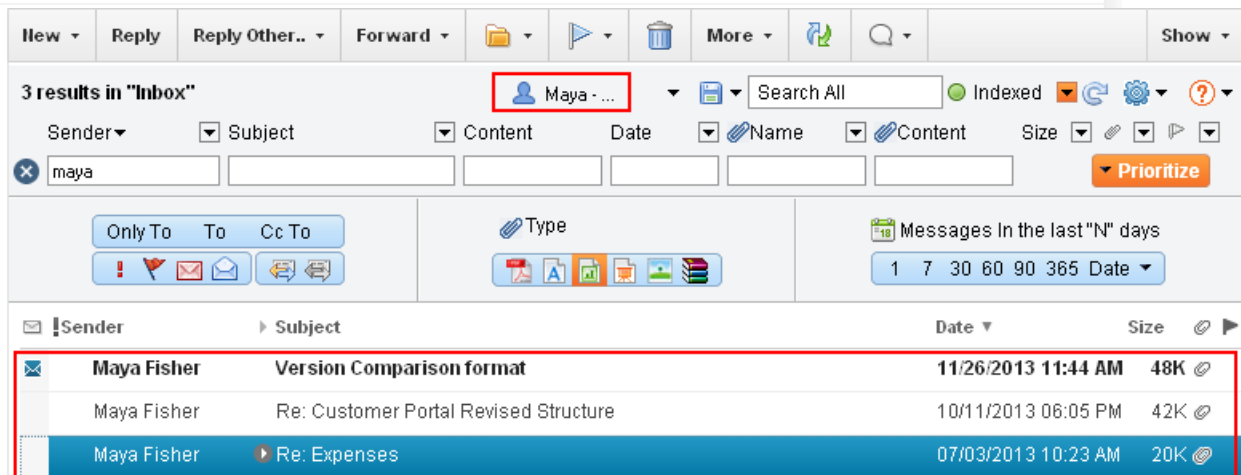
13. 

- a) To instantly view results from a saved search, click on 'My Searches' and select the My Search from the list. Your folder will immediately be filtered to display the results of your 'My Search' as shown below:



The screenshot shows the FewClix interface with the 'My Searches' dropdown menu open. The menu options are: None, Maya - Spreadsheets, Messages not replied in the last 7 days, and Tom - All Attachments. The 'Maya - Spreadsheets' option is selected. Below the menu, there are search filters for 'Sender', 'Subject', and 'Content'. The email list below shows three results:

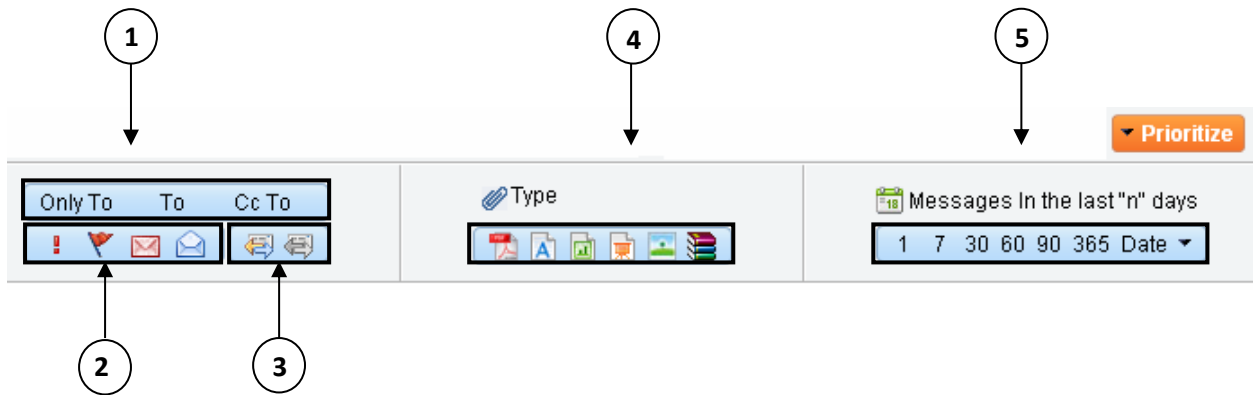
Sender	Subject	Date	Size
Maya Fisher	Version Comparison format	11/26/2013 11:44 AM	48K
James Valdez	Promotions for PC Stores	11/24/2013 12:09 AM	6K
James Valdez	Re: Fw: Education mailer - pls review and provide feedback	11/14/2013 04:20 PM	4K




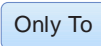


The screenshot shows the FewClix interface with the search results for 'maya'. The search filter 'maya' is entered in the search bar. The search results are displayed in a list view:





Sender	Subject	Date	Size
Maya Fisher	Version Comparison format	11/26/2013 11:44 AM	48K
Maya Fisher	Re: Customer Portal Revised Structure	10/11/2013 06:05 PM	42K
Maya Fisher	Re: Expenses	07/03/2013 10:23 AM	20K



B Prioritize (Smart Filters)









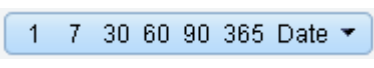
You can use Smart Filters to instantly isolate email that you need to work on by selecting any combination of the options available below. To clear your selections, just click on the  icon, which appears to the left of the Sender text area whenever a Search or Prioritize operation is performed

(1)		Select this to display only the email messages that were sent only to you with no other person in the 'To' or 'Cc' list
		Select this to display only the email messages that were sent To you with others in the 'To' or 'Cc' list
		Select this to display only the email messages that were sent to you where you were in the 'Cc' list

(2)		Select this to display email messages marked important
		Select this to display email messages marked for follow-up
		Select this to display email messages that are Unread (New)
		Select this to display email messages that are Read


(3)		Select this to display only the email messages that you have already replied to or forwarded
		Select this to display only the email messages that you have not yet replied to or forwarded

(4)	Type	
		Select this to display email messages with PDF attachments
		Select this to display email messages with Document attachments
		Select this to display email messages with Spreadsheet attachments
		Select this to display email messages with Presentation attachments
		Select this to display email messages with Image (.bmp, .jpeg etc.) attachments
		Select this to display email messages with compressed (.zip, .rar etc.) attachments

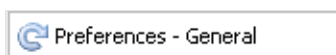
(5)	Messages in the last "N" days	
		This option allows you to view only the email messages that you have received in the last N days.
		As an example, Selecting 30 will display email messages received in the last 30 days

Others

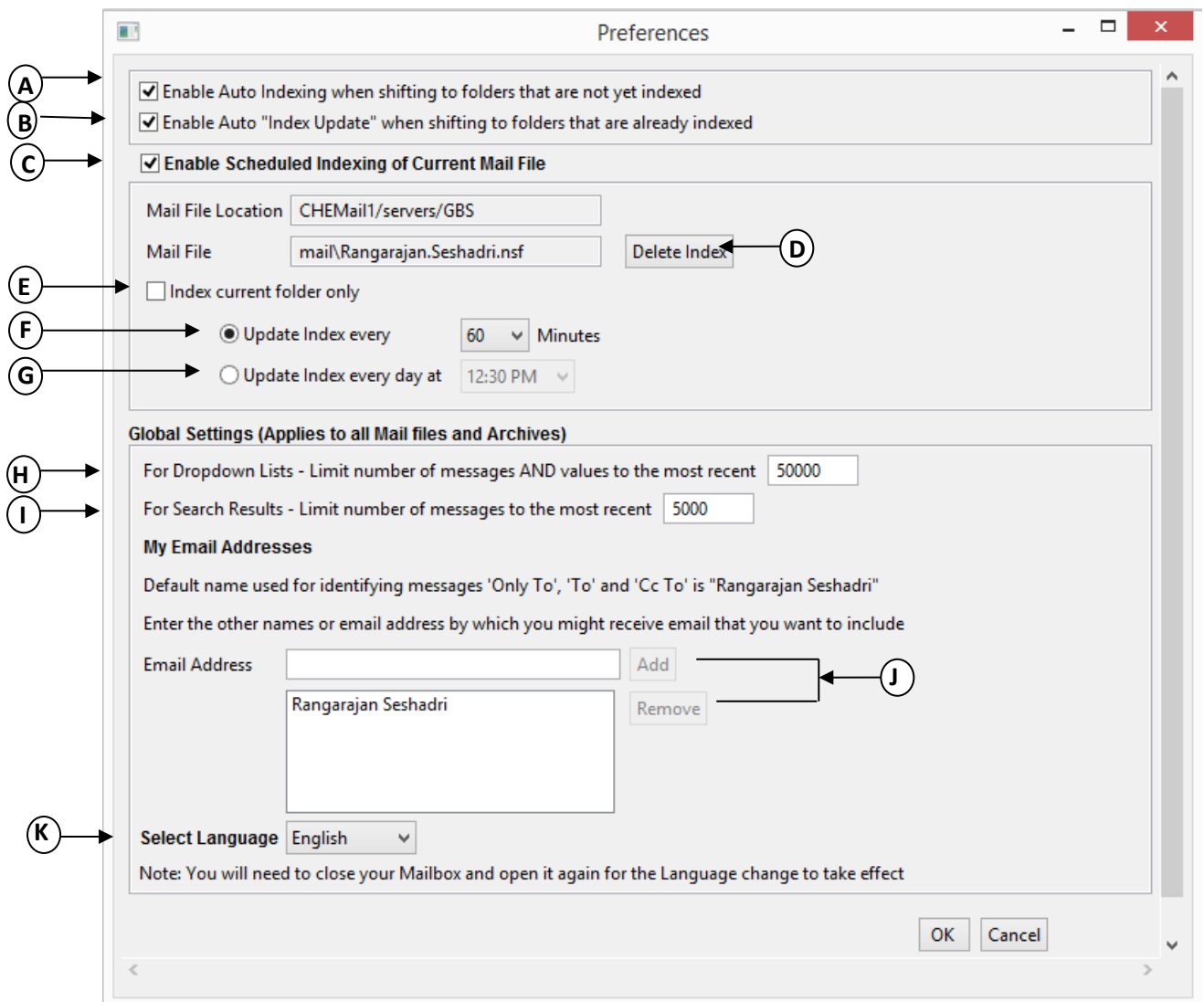
(1) Update Index

Click this  icon to instantly update the FewClix for Notes index of the current folder. This icon will not be available while indexing of the current folder is in progress (OR) will be greyed while indexing of another folder is in progress.

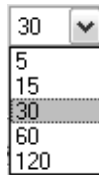
(2) Preference



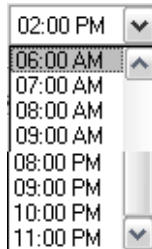
Preferences – General: Click on  and select  Preferences - General to modify your indexing preferences



- A. Check this option if you would like folders that are not yet indexed to be automatically indexed when you switch to them
- B. Check this option if you would like folders that are already indexed to be automatically updated (with email received since the last update) while switching to them
- C. Check this option to enable scheduled updating of the index at the chosen time interval or time
- D. Click this button to delete your index file. FewClix for Notes will create a new index for the mail file after you delete your current index. This is highly recommended after you reinstall / update your installation of FewClix for Notes
- E. When this option is checked FewClix for Notes updates the index of only the folder you are in at the time of the scheduled update. Uncheck this option to update ALL folders that are already indexed during every scheduled Index update
- F. Use this option to schedule auto indexing at intervals of 5, 15, 30, 60 or 120 minutes



G. Use this option to schedule auto indexing once a day at a specified time



H. Use this option to specify the threshold value for Dropdown lists.

I. Use this option to specify the threshold value for Search results.

J. To enable FewClix to display emails that were sent 'Only To', 'To' and 'Cc' To' you, even when these emails are addressed to a different email address or an 'alias', Add this email address or alias here (eg."jack.burns@pinnacleelectronics.com","jack.b@pinnacleelectronics.com", j.burns@pinnacleelectronics.com", etc.).

K. Select your preferred language from the 'Select Language' drop-down menu

(3) **About FewClix**

	Select this option to view the Quick Start Demos of FewClix for Notes	
	Select this option to have a quick walk through of FewClix for Notes UI and functionality	
	Select this option to register your copy of FewClix for Notes using a license key.	
	Select this option to view the version number and other details of FewClix for Notes	