



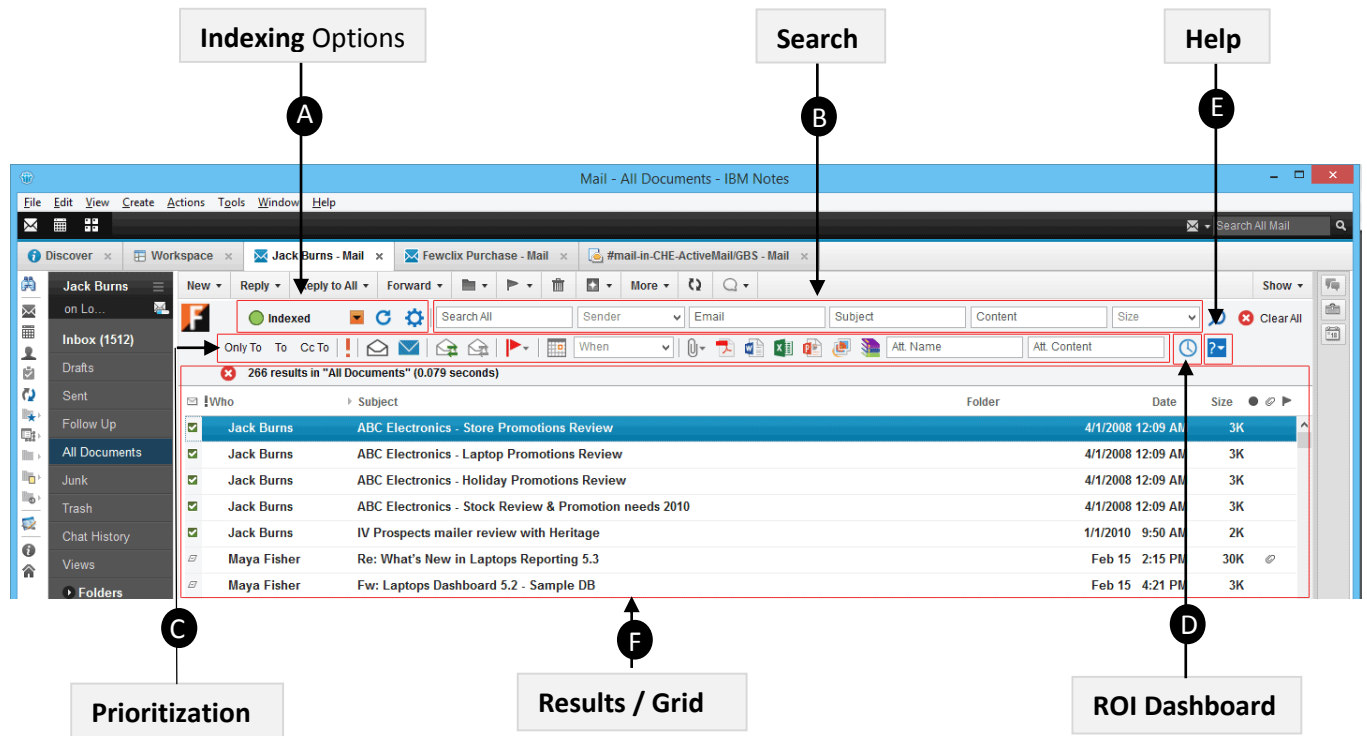
Quick start Guide

www.fewclix.com

FewClix (for Notes)

FewClix (for Notes) is a plugin for IBM Notes that delivers “smarter email” via a fully integrated experience.



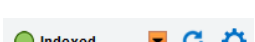
This guide will help you become quickly familiar with the integrated FewClix user interface and with its functions.



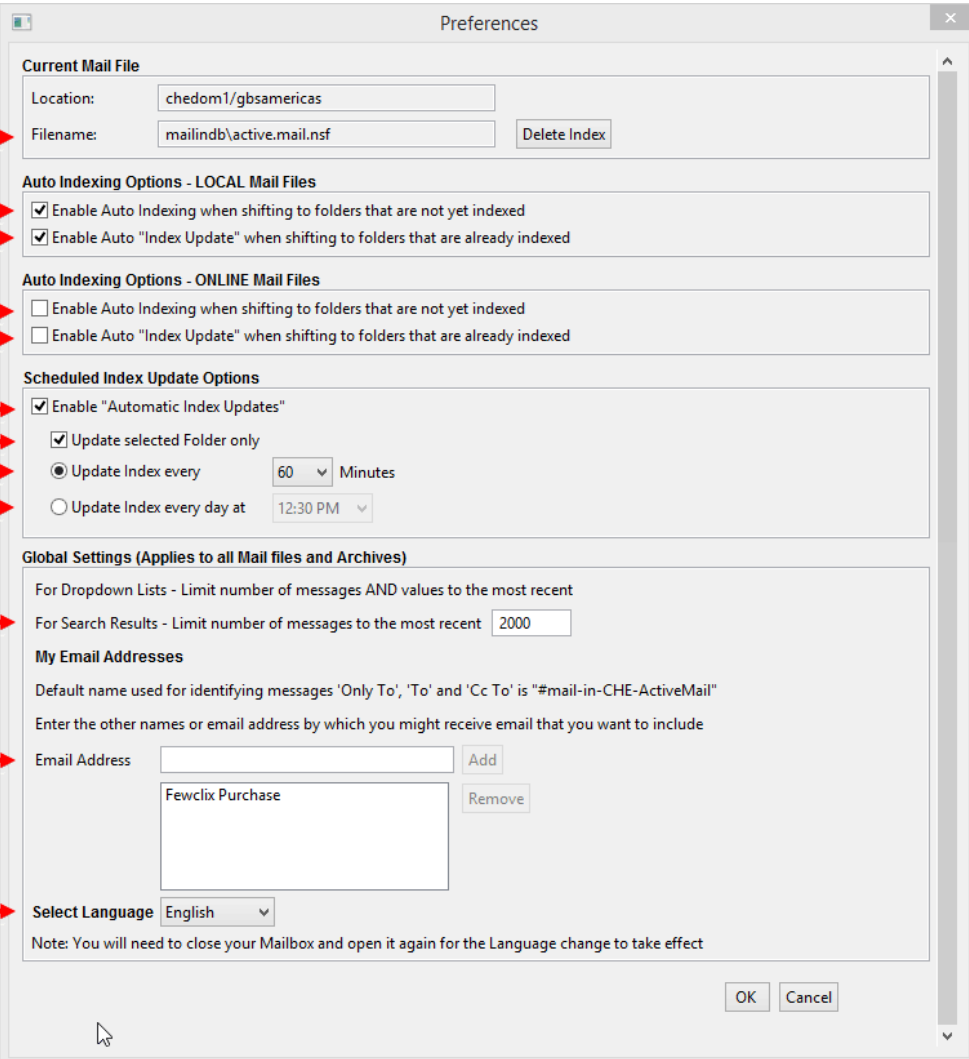
A Indexing Options

When you install FewClix, for the first time, FewClix will index emails and calendar items of the Email Accounts you choose (please see the section on “Indexing Options” below).

Index Status Indicator

	Indicates that the folder you have selected is NOT indexed
	Indicates that indexing is in progress. To stop indexing at any time, click the dropdown icon, and click “Stop Indexing”
	Indicates that indexing is complete. To update your index, click the refresh icon

Indexing Preferences – Click the  “Preferences” icon to change indexing options via the window below




The screenshot shows the 'Preferences' dialog box with the following settings highlighted by numbered red arrows:

- 1** Points to the 'Current Mail File' section, specifically the 'Filename' field.
- 2** Points to the 'Auto Indexing Options - LOCAL Mail Files' section.
- 3** Points to the 'Enable Auto "Index Update" when shifting to folders that are already indexed' checkbox.
- 4** Points to the 'Auto Indexing Options - ONLINE Mail Files' section.
- 5** Points to the 'Enable Auto "Index Update" when shifting to folders that are already indexed' checkbox.
- 6** Points to the 'Scheduled Index Update Options' section.
- 7** Points to the 'Update selected Folder only' checkbox.
- 8** Points to the 'Update Index every' radio button and the '60 Minutes' dropdown.
- 9** Points to the 'Update Index every day at' radio button and the '12:30 PM' dropdown.
- 10** Points to the 'Global Settings (Applies to all Mail files and Archives)' section, specifically the 'For Search Results - Limit number of messages to the most recent' field set to 2000.
- 11** Points to the 'My Email Addresses' section, specifically the 'Email Address' input field.
- 12** Points to the 'Select Language' dropdown menu set to 'English'.

1)	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
2)	Check this option if you would like folders that are not yet indexed to be automatically indexed when you switch to them, for your LOCAL Mail Files
3)	Check this option if you would like folders that are already indexed to be automatically updated while switching to them, for your LOCAL Mail Files
4)	Check this option if you would like folders that are not yet indexed to be automatically indexed when you switch to them, for your ONLINE Mail Files
5)	Check this option if you would like folders that are already indexed to be automatically updated while switching to them, for your ONLINE Mail Files
6)	Check this option to enable scheduled updating of the index at the chosen time interval or time
7)	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
8)	Use this option to schedule auto indexing at intervals of 5, 15, 30, 60 or 120 minutes
9)	Use this option to schedule auto indexing once a day at a specified time
10)	Set number of messages in search results
11)	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.).
12)	Select your preferred language from the 'Select Language' drop-down menu

B Email Search

Using FewClix, you can find any email with great accuracy in just seconds. You can use any number of fields or options to simultaneously to rapidly narrow down your search results.

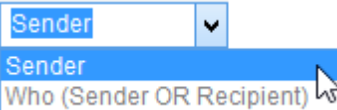
To clear your search results, just click on the  Clear All “Clear All” button that appears whenever a FewClix operation is performed.



1.

Use the “Search All” field to find emails with any word or phrase anywhere in your email such as the Email Address, Subject, Content, Attachment Name or Attachment Content.

NOTE: We recommend that you use this option only when you are **NOT** sure if the search term you are using is in the Email, Subject, Content, Attachment Name or Attachment Content fields.

2. 

To locate an email irrespective of whether the person is a Sender OR Recipient, click on ‘Sender’ and select the ‘Who (Sender OR Recipient)’ option from the drop-down list. Now type the name of the person in the “Email” search field.

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.

3.

Use the “Email” field to find messages from a specific sender. Type the first few characters of the email in the text box and press Enter. To find email messages from multiple senders, enter names separated by commas.

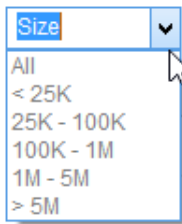
4.

Use the “Subject” field to find email messages by a word or phrase you remember from the email subject. Type the word in this text area and press Enter.

5.

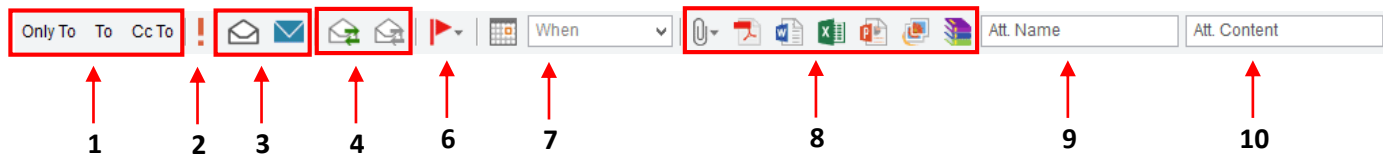
Use the “Content” field to find messages by a word or phrase you remember from the Content (body) of the email message. Type the word(s) in the text area and press Enter.

6.



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

C Prioritization



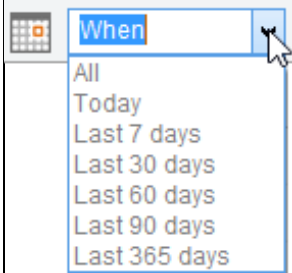
1)	Only To	Select this option to view messages that were sent "Only To" you
	To	Select this option to view messages "To" you and with others in either "To" or "Cc"
	Cc	Select this option to view email messages in which you were marked "Cc"

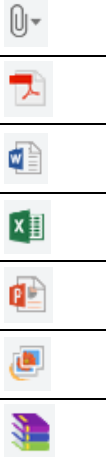
2)	!	Select this option to view messages marked Important
----	---	---

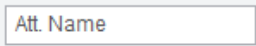
3)		Select this option to view messages that have been Read
		Select this option to view messages that are Unread (new)

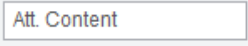
4)		Select this option to view messages that you have Replied to or Forwarded
		Select this option to view messages that you have Not yet Replied to or Forwarded

5)		Select this option to view messages flagged for Follow-up , based on the Priority – All, High, Normal, Low, Not Flagged
----	--	--

Messages in the last "N" days	
<p>6)</p> 	<p>Select this option to view messages that you have received in the last "N" number of days. Example: Selecting "30" will display email messages received in the last 30 days.</p>

Type	
<p>7)</p> 	<p>Select this option to view email messages with or without attachments</p> <p>Select this option to view messages with PDF attachments</p> <p>Select this option to view messages with Document attachments</p> <p>Select this option to view messages with Spreadsheet attachments</p> <p>Select this option to view messages with Presentation attachments</p> <p>Select this option to view messages with Image (bmp, jpeg etc.) attachments</p> <p>Select this option to view messages with Compressed file (ZIP, RAR, etc.) attachments</p>

<p>8)</p> 	<p>Use the "Att. Name" field to find an attachment using its name. Type the name in the text box and press Enter.</p>
---	---

<p>9)</p> 	<p>Use the "Att. Content" field to find an attachment using its content. Type the word(s) in the text box and press Enter.</p>
---	--

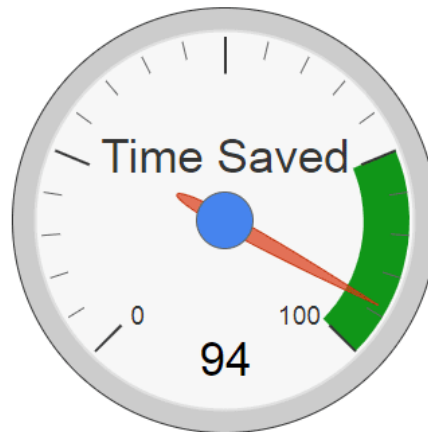
D ROI Dashboard

Click on the 🕒 “Dashboard” icon to view your real-time **ROI Dashboard**. This will open a browser tab / window, and if you are accessing this for the first time, you will need to sign-in by creating a password.

This dashboard helps you see how much time FewClix has helped you save. To see a real time sample, please click here - <https://www.fewclix.com/sample-roi-dashboard-fcn.html>

FewClix Dashboard





Percentage time saved using FewClix



Time saved using FewClix	599,585 secs
% Time saved	94 %

H Help

For Help, click on the  icon on the FewClix toolbar

 Quick Start Guide	Launches the FewClix (for Notes) Quick Start Guide
 Send Activity Log	Updates the ROI Dashboard by uploading FewClix activity log information
 Report Issue	Enables you to report issues by emailing an error log to the FewClix Support Desk
 About FewClix (for Notes)	Displays the FewClix Version and License information