



Quick Start Guide

www.fewclix.com

Copyright (c) 2017 GBS Americas LLC. All rights reserved. Information in this document is subject to change without notice. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without the express written permission of GBS.

FewClix (for Outlook)

FewClix (for Outlook) is a revolutionary Add-in for Microsoft Outlook that transforms your email experience by delivering **instant answers** **actionable insights** and **intelligent assistance**.

FewClix is seamlessly integrated into your email environment to ensure that your familiar Outlook experience is in no way altered.

The screenshot shows the Outlook interface with several key features highlighted by callouts:

- Indexing Options (C):** Points to the 'Indexed' status icon in the top-left corner.
- Search (A):** Points to the search filters (Sender, Email, Subject, Content, Size) in the top-right area.
- Help (E):** Points to the help icon (question mark) in the top-right area.
- Prioritization (B):** Points to the 'Priority' column in the email list, which shows a red exclamation mark icon.
- Attachment View (D):** Points to the 'ATTACHMENT VIEW' table below the email list.
- ROI Dashboard (F):** Points to the 'NEW PT TARIFF FOR C...' attachment in the email preview pane.

The email list shows the following items:

FROM	SUBJECT	RECEIVED	SIZE
Date: Last Week: 2 item(s)			
Maria Joseph Prakash	Change in Professional Tax Tariff - FY 2018-19	Thu 05/31/2018 5:52 PM	111 KB
Vivek anandan	Xlsx	Tue 05/29/2018 12:30 ...	572 KB
Date: Three Weeks Ago: 1 item(s)			
Vimal Balan	Transition Plan - Check list	Thu 05/17/2018 5:07 PM	51 KB
Date: Last Month: 3 item(s)			
Hajeera Bee	RE: FewClix (non-retail) PayPal report (Jan 1 20...	Tue 05/08/2018 3:11 PM	62 KB
Ravin Carr	RE: FewClix (non-retail) PayPal report (Jan 1 20...	Tue 05/08/2018 1:04 PM	70 KB

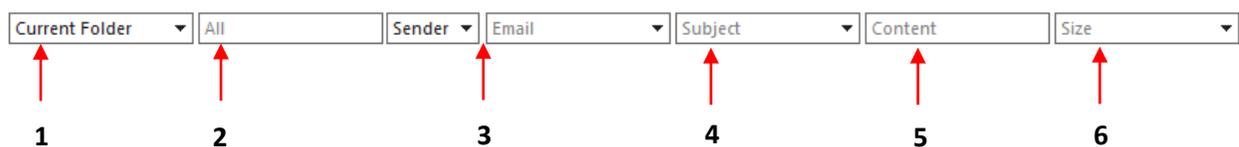
The 'ATTACHMENT VIEW' table shows:

TYPE	FROM	NAME	RECEIVED	FOLDER	SIZE
XLS	Maria Joseph ...	NEW PT TARIFF FOR CHENNAI-FY 2018-2019	Thu 05/31/2018 5:...	Inbox	111 KB
XLSX	Vivek anandan	installUsers	Tue 05/29/2018 1...	Inbox	572 KB

A Email Search

To find emails, simply type in anything in the **Email, Subject, Content or Attachment** fields and hit “Enter”.

To clear search results, simply click the  button that appears at the bottom left OR the top right of the FewClix pane.



1)

To find emails in a location other than the “Current Folder”, click on the drop-down menu under “**Where**” and select the desired location. The “All Mailboxes” will be listed only when multiple Stores are available.

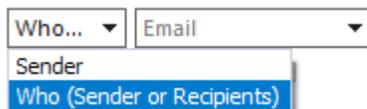
2)

To locate any word / phrase in any email field, type it in the “**All**” text box

3)

To locate email messages from a specific sender, type the name in the “**Sender**” text box and press Enter or select the name by clicking the  icon for the drop-down menu. To locate email messages from multiple senders, enter multiple names separated by commas.

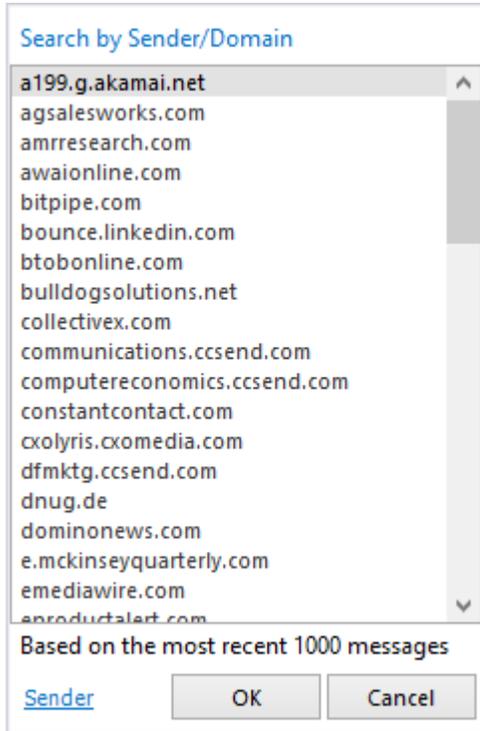
(i) To locate a message irrespective of whether the person is a Sender (“From”) or a Recipient (“To” or “Cc”), click the  icon next to “Sender” and select the “Who (Sender OR Recipients)” option from the drop-down list. Then either type the name of the person in the “Sender” text box and press Enter or select the name by clicking the  icon for a drop-down list of names and email addresses.



The search result will show you all email messages that have the concerned person in the “From”, “To” and “Cc” lists

(ii) When using the  icon filter option, you can also search by email domains using the ‘Domain’ option highlighted at the bottom left corner of the dialog box.

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

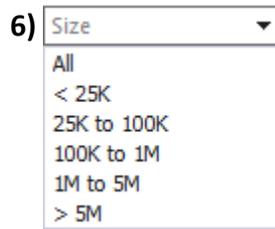


4)

To locate email messages using a word or phrase that you may remember from the email subject, type it into the **“Subject”** text box on the search bar and press Enter or select the subject by clicking the icon filter option.

5)

To locate email messages using a word or phrase that you may remember from the body of the email message, type it into the **“Content”** text box on the search bar and press Enter.



Select this option to view messages belonging to a specific size range

B Prioritization

To instantly isolate email messages that require immediate attention, select any combination of these options.



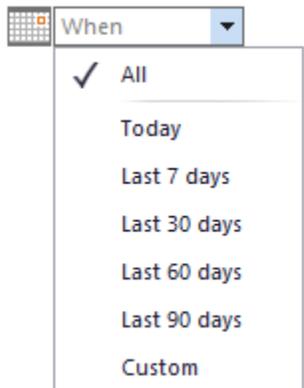
1)	Only To	Select this option to view messages that were sent “ Only To ” you
	To	Select this option to view messages “ To ” you and with others in either “ To ” or “ Cc ”
	Cc	Select this option to view email messages in which you were marked “ Cc ”

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
	Status (of flagged messages)	
		Select this option to view messages that are Overdue
		Select this option to view messages that are Due Today
		Select this option to view messages that are Due Tomorrow
		Select this option to view messages that are Due This Week
		Select this option to view messages that are Due Next Week
		Select this option to view messages that have a “Completed” status
	Select this option to view all Unflagged email messages	

6)	Messages in the last “N” days	
		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.

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

8)	<input type="text" value="Attachment Name"/>	<p>To locate an attachment by its name or a separate word in the name, type the name or word in the “Attachment Name” text box on the search bar and press Enter or select the attachment name by clicking on the <input type="checkbox"/> icon filter option.</p>
-----------	--	---

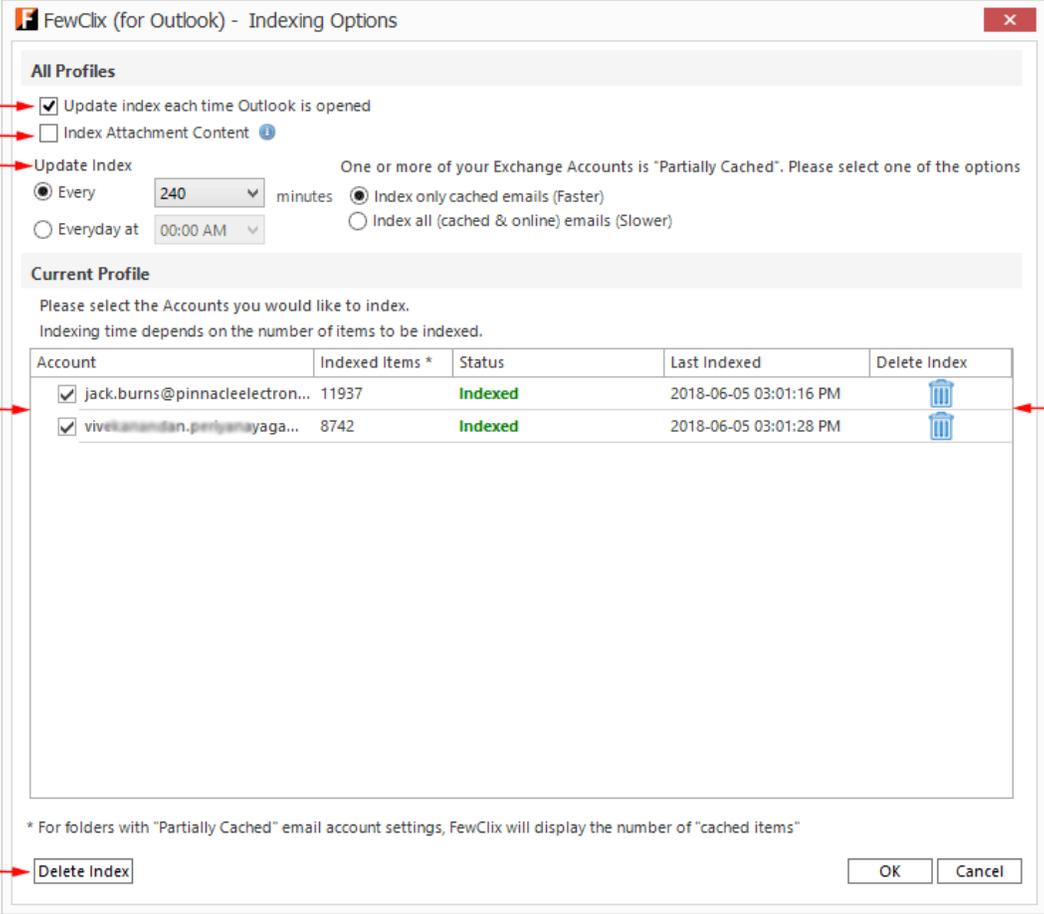
9)	<input type="text" value="Attachment Content"/>	<p>To locate email messages by a word or phrase that you may remember from the body of the attachment, enter the word / phrase in the “Attachment Content” text box on the search bar and press Enter.</p>
-----------	---	---

C Indexing Options

Updating the index - Click the refresh  icon to update the index

Stop Indexing – During indexing, click the  icon to stop indexing at any time. This icon is visible only during indexing.

Indexing options – Click the  icon to change indexing options using the window below:



All Profiles

Update index each time Outlook is opened

Index Attachment Content 

Update Index One or more of your Exchange Accounts is "Partially Cached". Please select one of the options

Every minutes Index only cached emails (Faster)

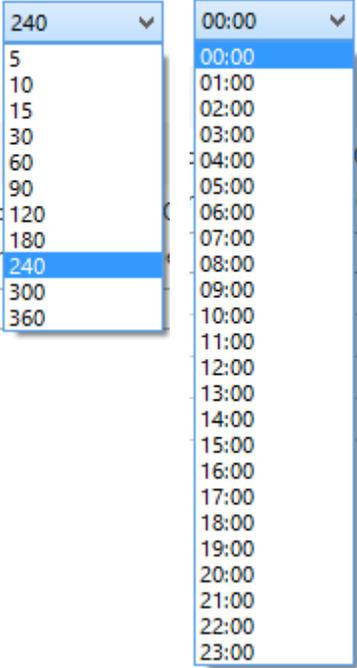
Everyday at Index all (cached & online) emails (Slower)

Current Profile

Please select the Accounts you would like to index.
Indexing time depends on the number of items to be indexed.

Account	Indexed Items *	Status	Last Indexed	Delete Index
<input checked="" type="checkbox"/> jack.burns@pinnacleelectron...	11937	Indexed	2018-06-05 03:01:16 PM	
<input checked="" type="checkbox"/> vivekanandan.periyamayaga...	8742	Indexed	2018-06-05 03:01:28 PM	

* For folders with "Partially Cached" email account settings, FewClix will display the number of "cached items"

1)	Option to update index each time Outlook is launched
2)	Option to exclude “Attachment Content” from being indexed
3)	<p>Option to schedule of auto indexing at intervals of 5, 10, 15, 30, 60, 90, etc. up to 360 minutes, OR, option to schedule auto indexing once a day at a specified time</p> 
4)	Enables you to select the accounts you want to index
5)	Enables you to delete the index for selected accounts.
6)	Enables you to delete the entire index, after which FewClix (for Outlook) will create a new index.

D Attachment Search

The “Attachment View” is designed to help you quickly isolate attachments.

ATTACHMENT VIEW						
TYPE	FROM	NAME	RECEIVED	FOLDER	SIZE	
↑	↑	↑	↑	↑	↑	↑
1	2	3	4	5	6	

1)	Search by Type	To locate an attachment using the file type, enter the file type in the search field or else choose from the list of file types by clicking on  ." data-bbox="505 430 625 455"/>
2)	Search by Sender (From)	To locate an attachment sent by a particular sender, enter the sender’s name in the “FROM” field.
3)	Search by Attachment Name	To locate an attachment using its name, enter the attachment name in the “NAME” field.
4)	Search by Received Date	To locate an attachment based on when it was received, enter the date in the “RECEIVED” field.
5)	Search by Mail Folder	To locate an attachment based on which mail folder it resides in, enter the mail folder name in the “MAIL FOLDER” field.
6)	Search by Attachment Size	To locate an attachment based on the file size, enter the attachment size in the “SIZE”.

E Help

For Help, click on the  icon on the FewClix toolbar and avail the following options:

 Quick Start Guide	Launches the FewClix (for Outlook) Quick Start Guide
 Share your experience with us	Enables you to share your FewClix experience
 Send Activity Log	Enables you to send FewClix usage information
 Get Activation Key	Enables you to Upgrade / Renew your FewClix subscription
 Activate Subscription	Enables you to Activate your FewClix subscription
 Check for Updates	Enables you to Upgrade to the most recent version
 Report Issue	Enables you to report issues by emailing an error log to the FewClix support desk
 Options	Modify / update FewClix settings
 About FewClix (for Outlook)	Displays License and Version information

Options

Click the  **Options** icon in the help menu to modify FewClix settings.

Options

My Email Addresses

Default name used for identifying email messages 'Only To', 'To', 'Cc' to you is

Enter other names or email addresses that you want to include

1 → Email Address 

Preferences

2 → Maximum number of search results to be displayed  enter a number below 5000

3 → Mark items as read when viewed in the Reading Pane Yes No

4 → Prompt me when:

I close FewClix

5 → Include results only from:

Current Folder

Current Mailbox (for Inbox only)

Current Mailbox (for all folders)

All Mailboxes

1)	The “ My Email Addresses ” section enables you to accurately identify messages addressed “Only To”, or “To” or “Cc” to you using one or more Display Names or email addresses that are associated with you. (Example: Jack Burns, "jack.burns@pinnacleelectronics.com", "jack.b@pinnacleelectronics.com", j.burns@pinnacleelectronics.com” etc.).
2)	Message Limits option lets you specify different threshold values not exceeding 5000.
3)	Marks an item as read when it is viewed in the reading pane.
4)	Enables you to control whether or not you would like to be prompted when you closing FewClix.
5)	Enables you to the default Folder(s) / Mailboxes from which FewClix should display search results

F ROI Dashboard

Click on the  icon to view your real-time **ROI Dashboard** to see how much time FewClix has helped you save.