Email folders Tracker Field

Emails stored as part of the Tiki database, like any other content (files, wiki pages, events, blog posts, etc.)

Email Folder is a new addition to the Tracker Field Types, introduced in Tiki23, being able to hold a list of emails in flat format or IMAP folder-like structured support for Inbox/Sent/Trash folders.

Emails are currently moved to tracker items via the Webmail interface in Tiki (Cypht web interface). Cypht is used to display Tiki-stored messages and handle all relevant actions - read, reply, forward, copy, move, delete. Message can be moved to another tracker item or to an IMAP folder.

Recording of demo at October 2021 round table

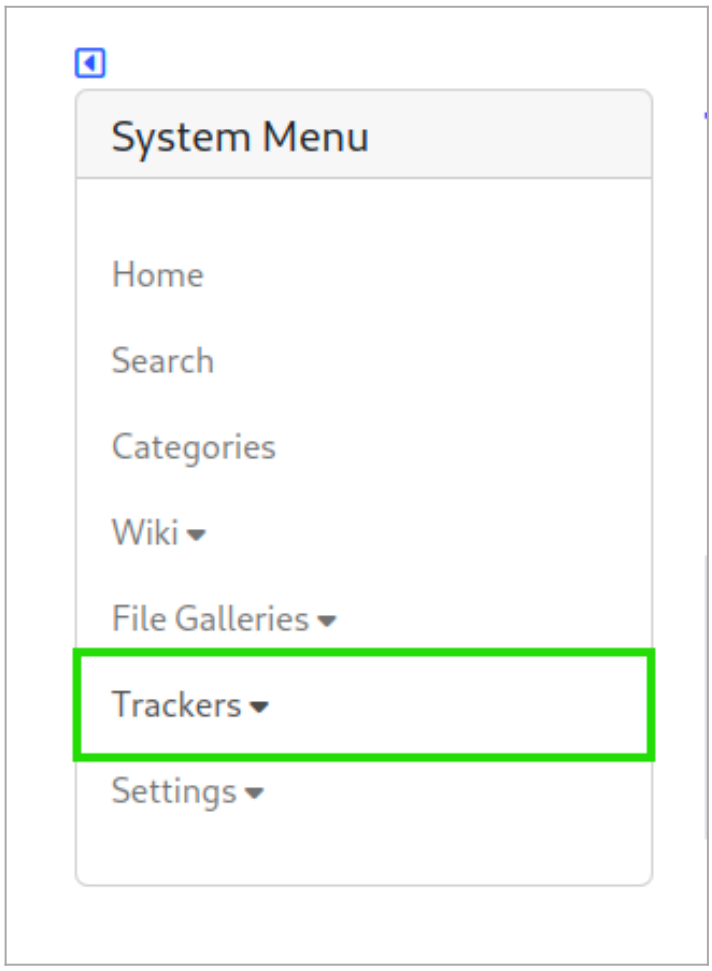
1. Configuration

To configure the email folders tracker field, do the following: First of all you have to create a tracker. To create a tracker, proceed as follows:

1.1. Creation and configuration of the Tracker

1.1.1. Check the activation of the Trackers feature

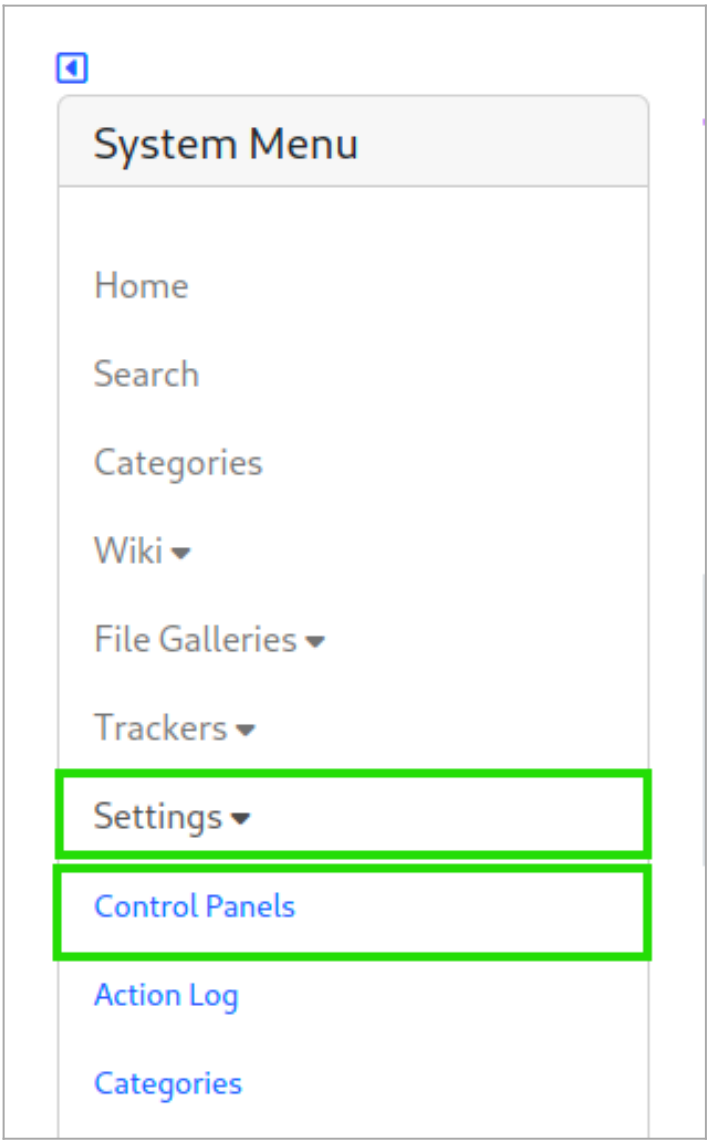
If the Tracker tab exists in the system menu go to the next point.



Click to expand

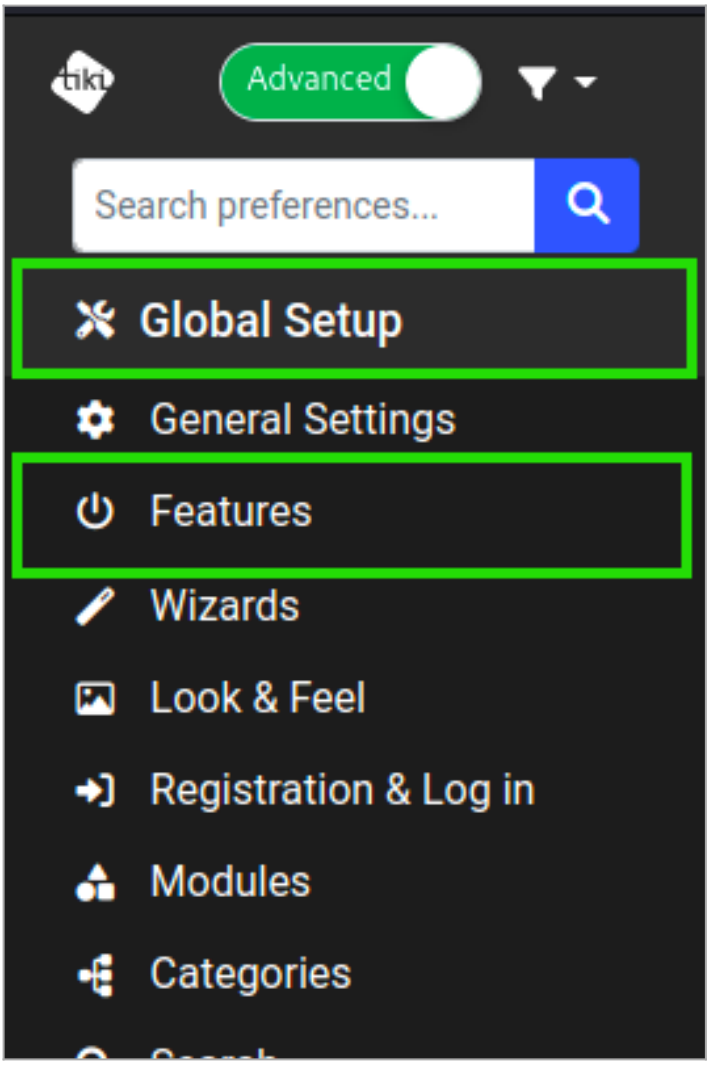
Otherwise if the Tracker tab does not exist, so the feature is not yet activated, you can activate it by following the following steps :

- Settings -> Control Panels



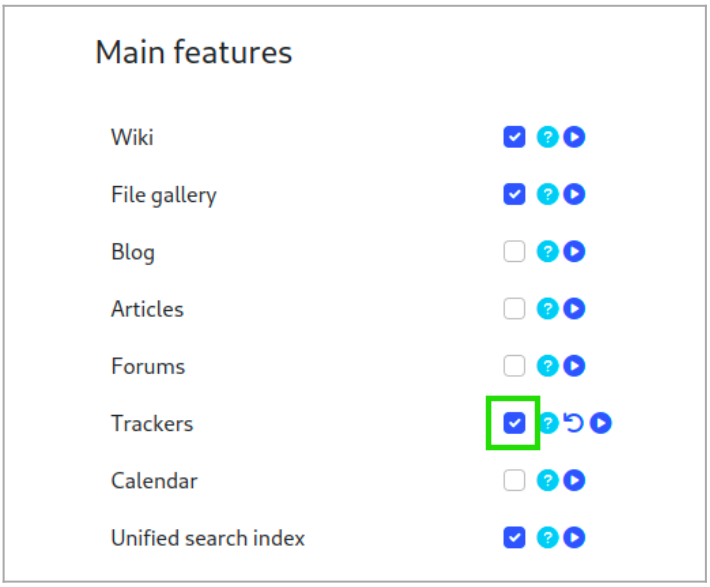
Click to expand

- Global Setup -> Features



Click to expand

- In the Main features section, check the Trackers box

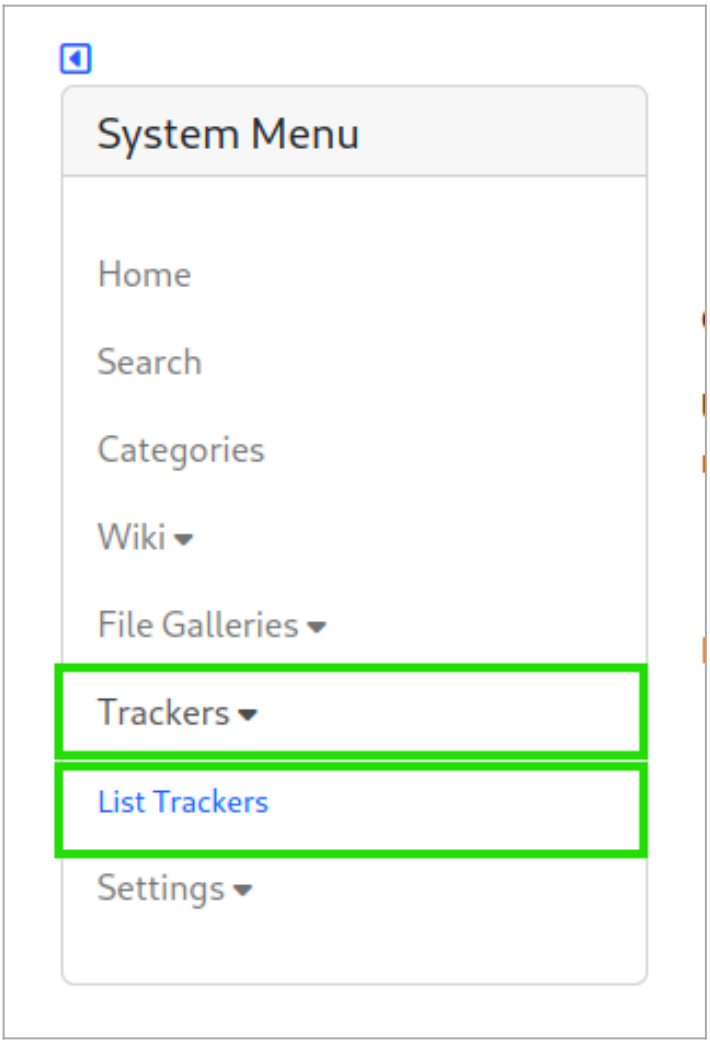


Click to expand

1.1.2. Create a Tracker

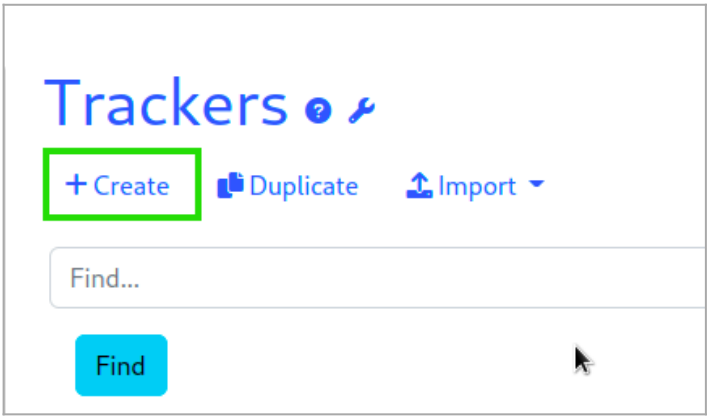
To create a Tracker click on:

- Trackers -> List Trackers



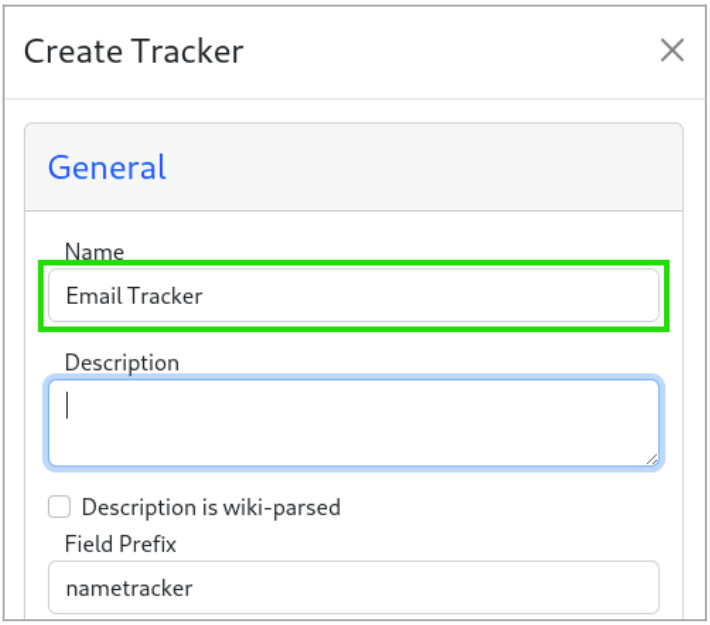
Click to expand

- Create



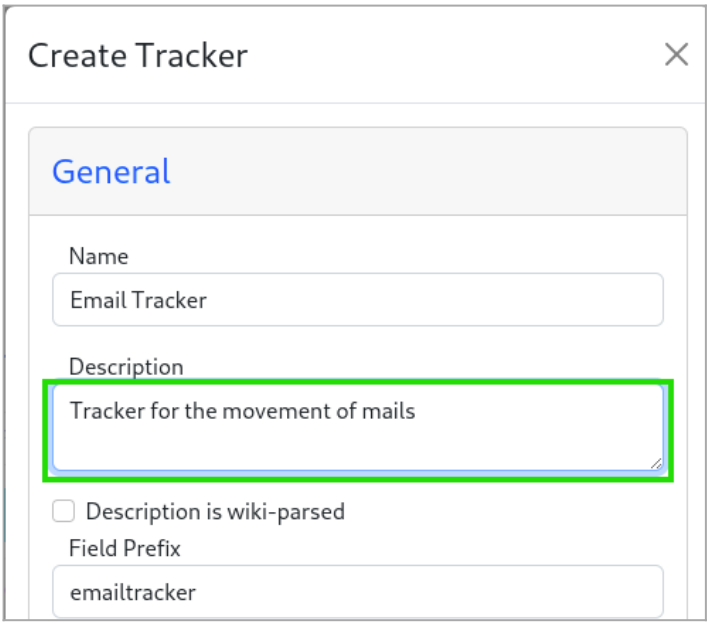
Click to expand

- Enter the name of the Tracker



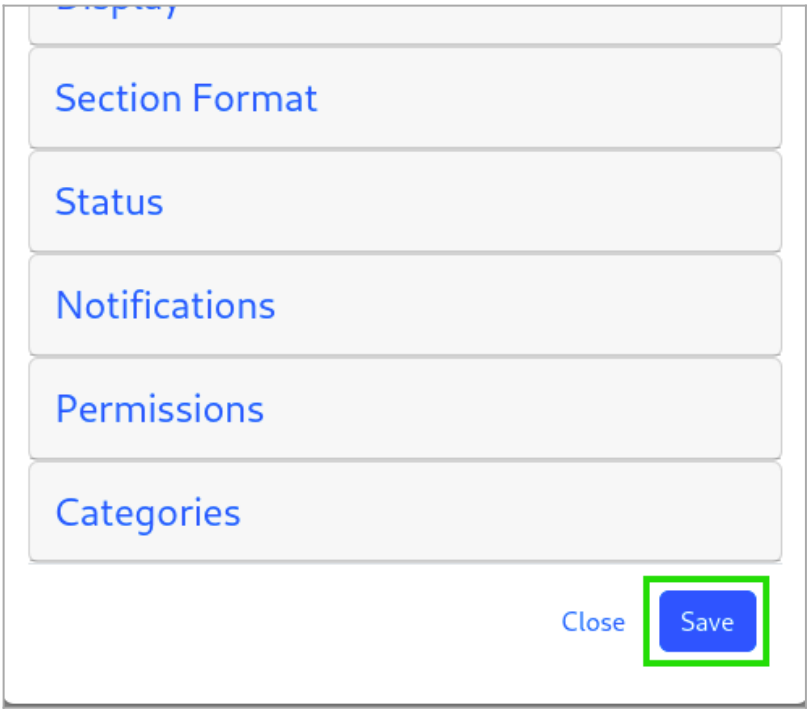
Click to expand

- Add a description if possible



Click to expand

- Finally save

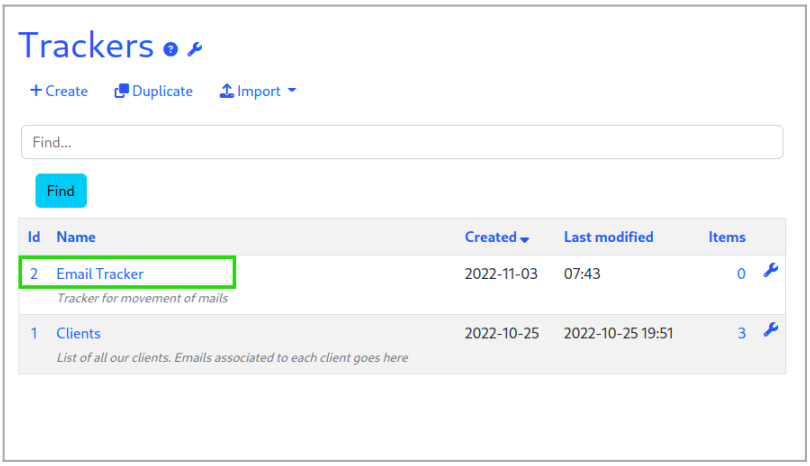


Click to expand

1.1.3. Add fields

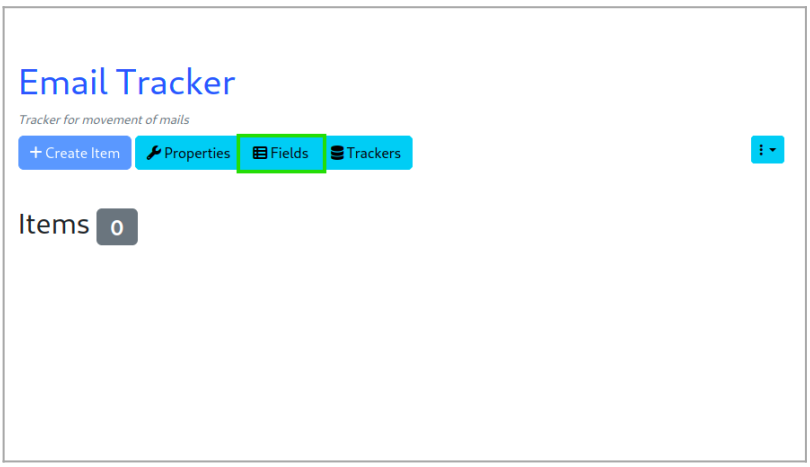
Once the tracker is created. Click on :

- the Tracker you just created



Click to expand

- then on the `Fields` button



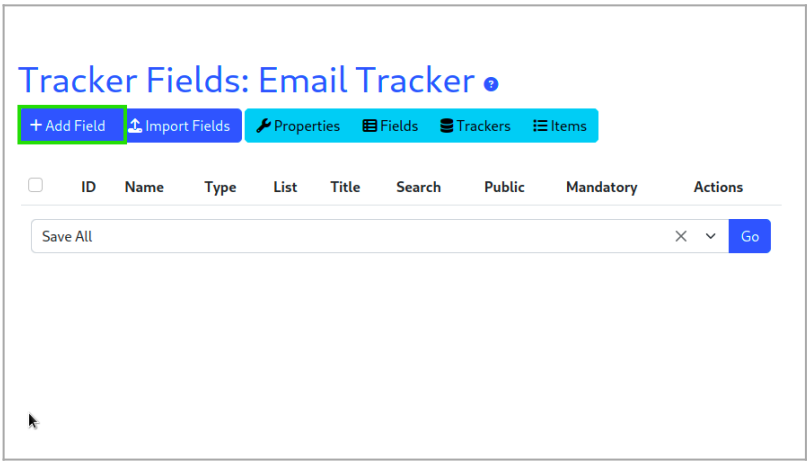
Click to expand

The minimal configuration needs two fields:

- the Text type field, which will serve as the description
- the Folder type field, which will be used to store emails

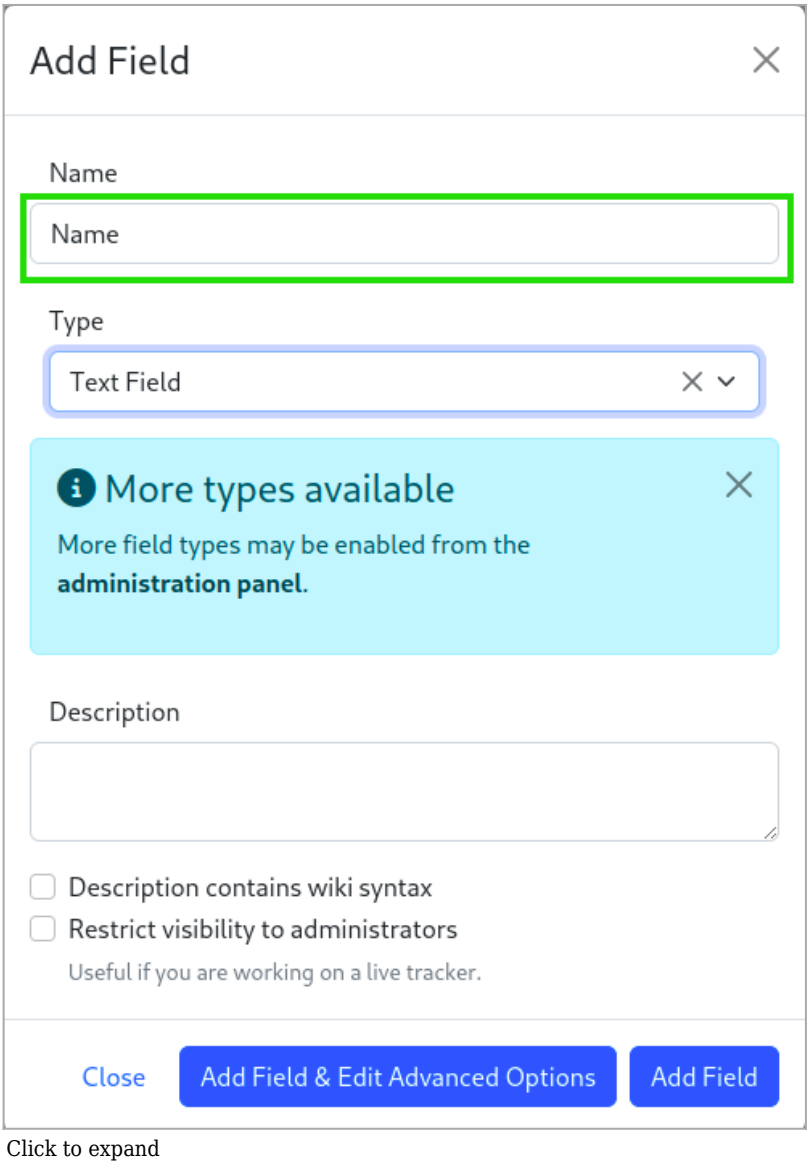
1.1.3.1. The Text field

Click on `Add Field`



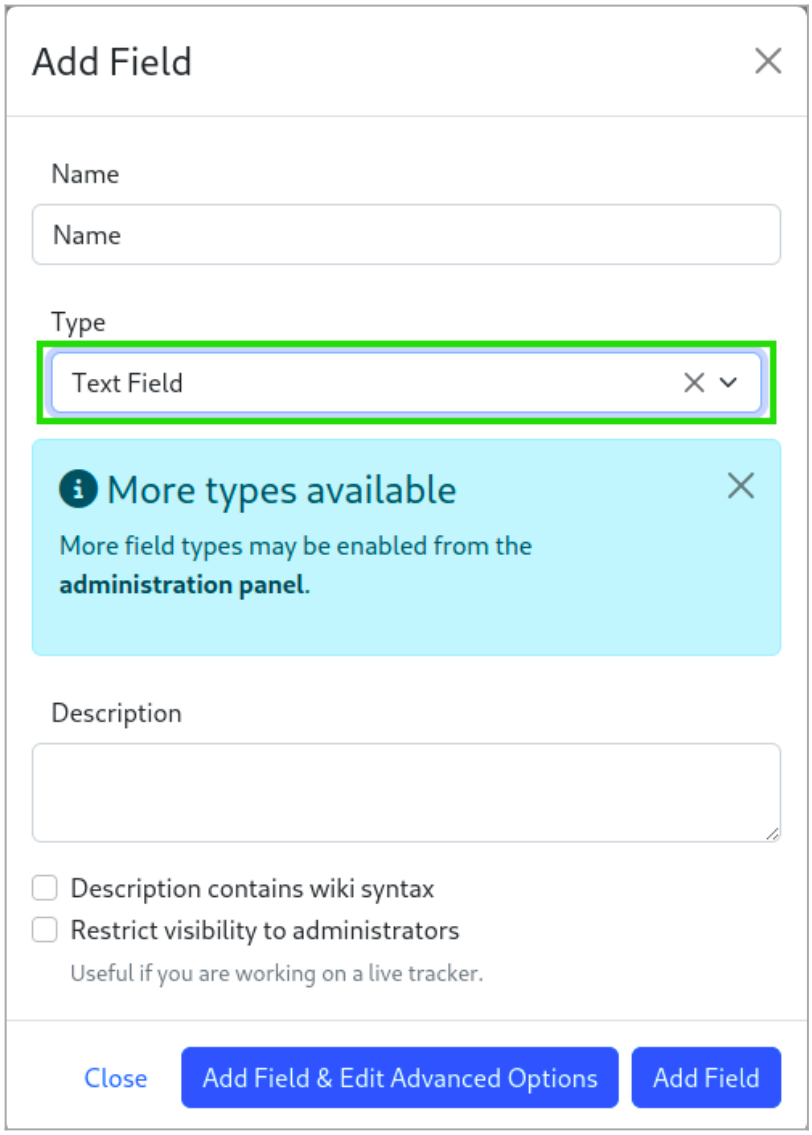
Click to expand

- Enter the field name



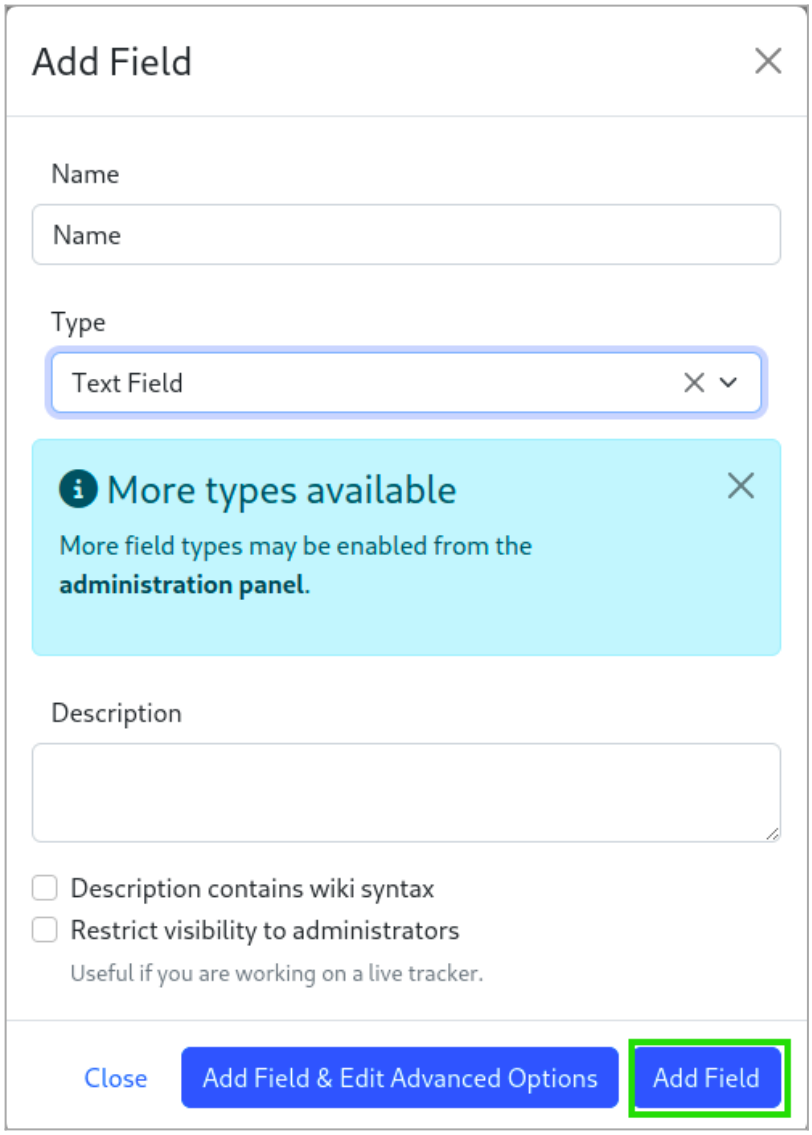
Click to expand

- Choose the type of field, by default it is already Text Field



Click to expand

- Then validate by clicking on the `Add Field` button

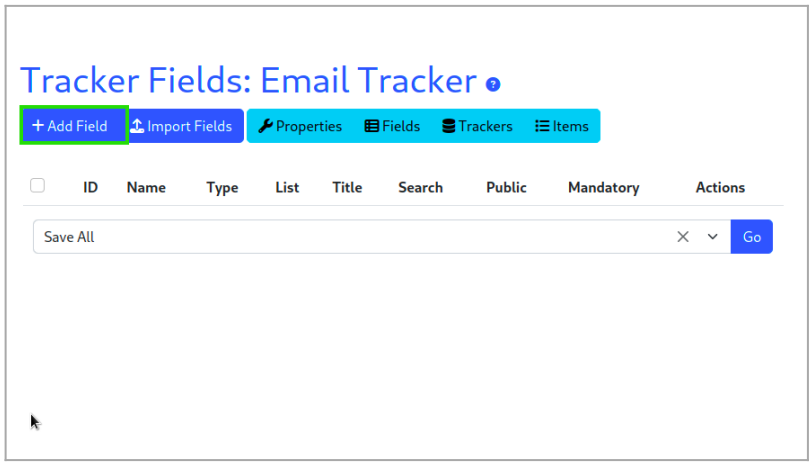


Click to expand

1.1.3.2. The Folder field

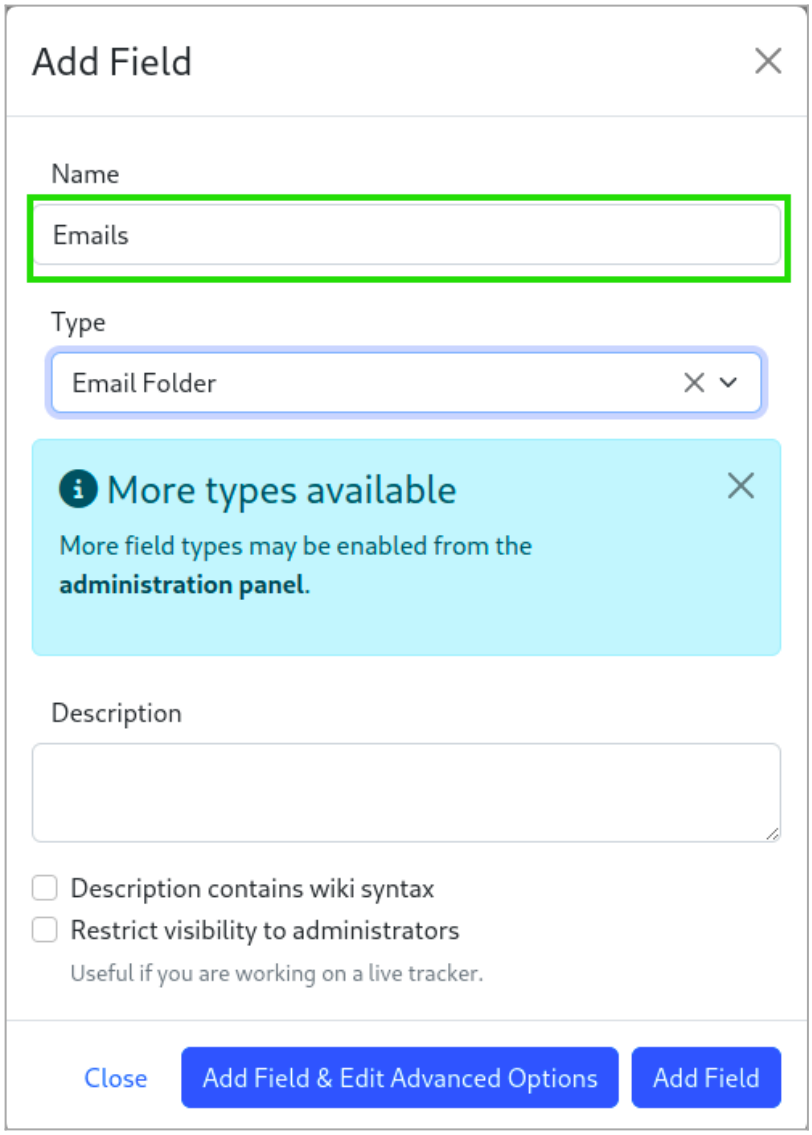
For the folder type field, click on:

- Add a field



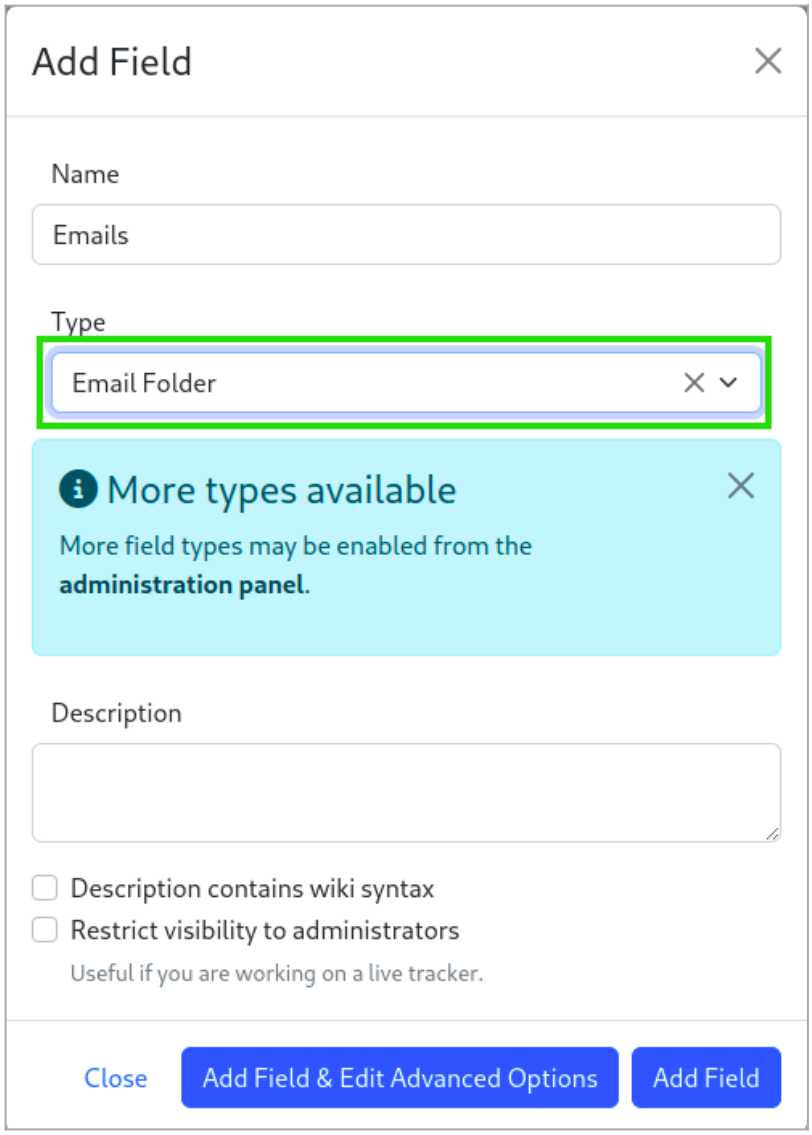
Click to expand

- Enter the field name



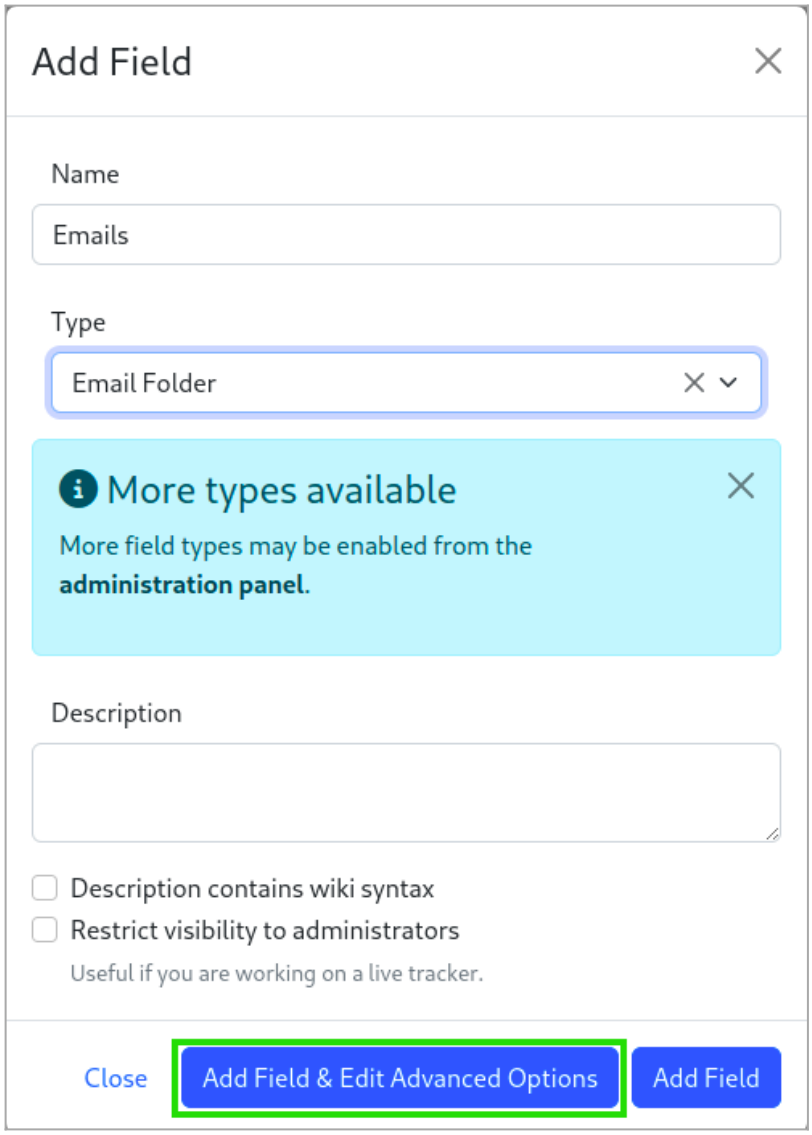
Click to expand

- Choose the field type, you must choose Email Folder



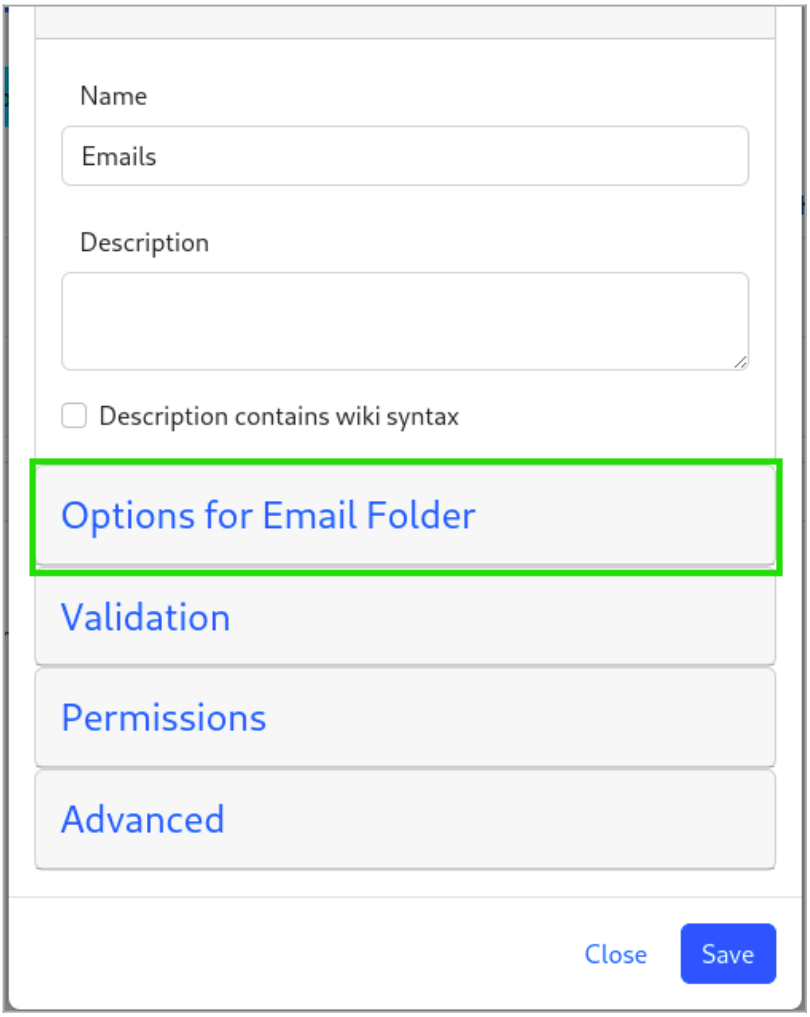
Click to expand

- Click the Add Field & Edit Advanced Options button



Click to expand

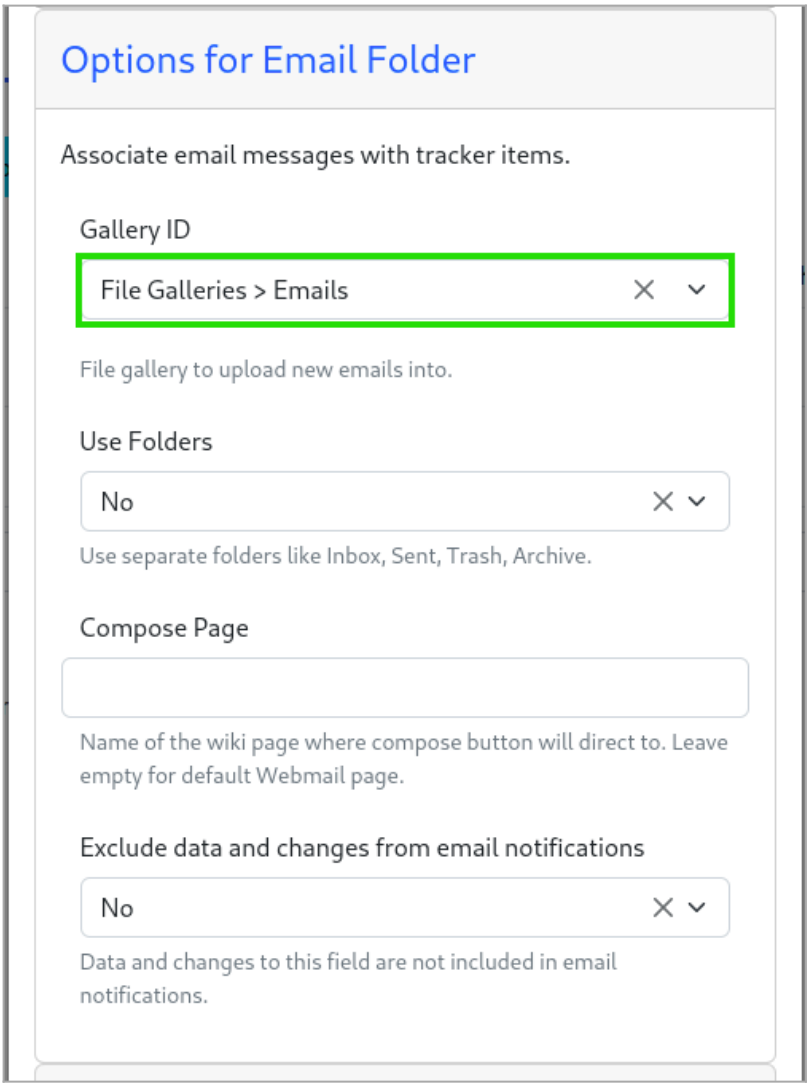
- Click the Options for Email Folder button



Click to expand

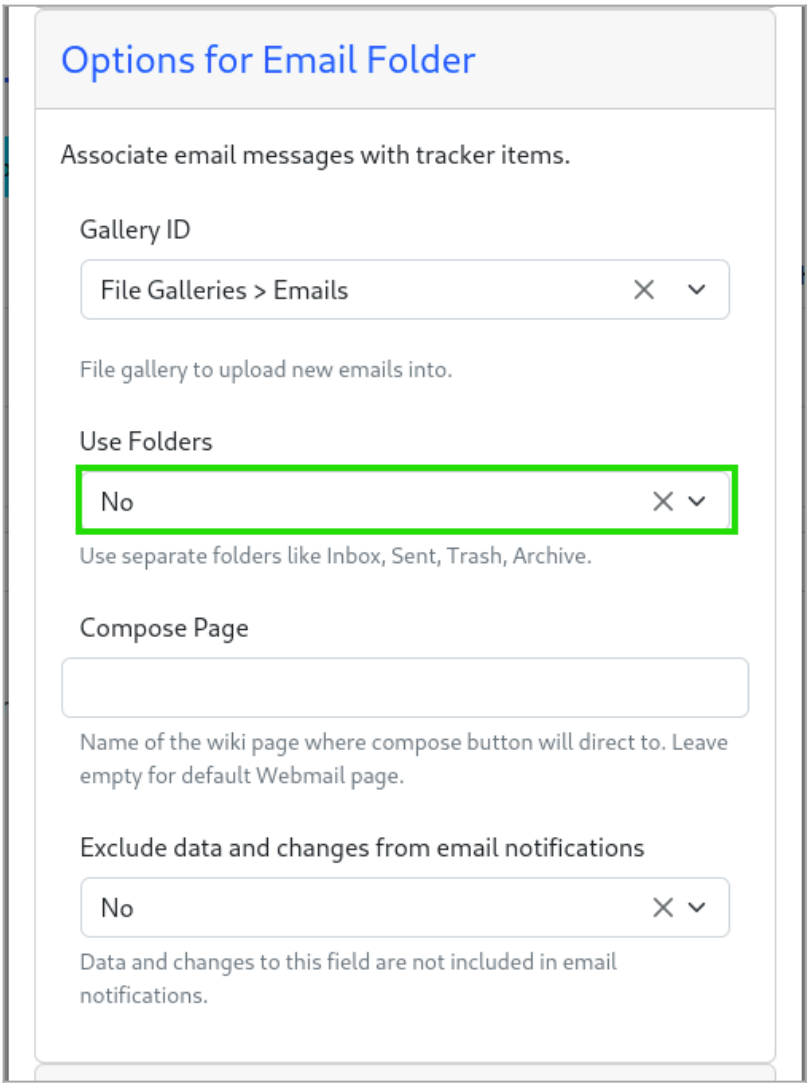
- In the Gallery ID field, select the File Gallery.

It is better to have a dedicated File Gallery for Email. For this example I have a Folder called "Emails", so let's select the option File Galleries > Emails



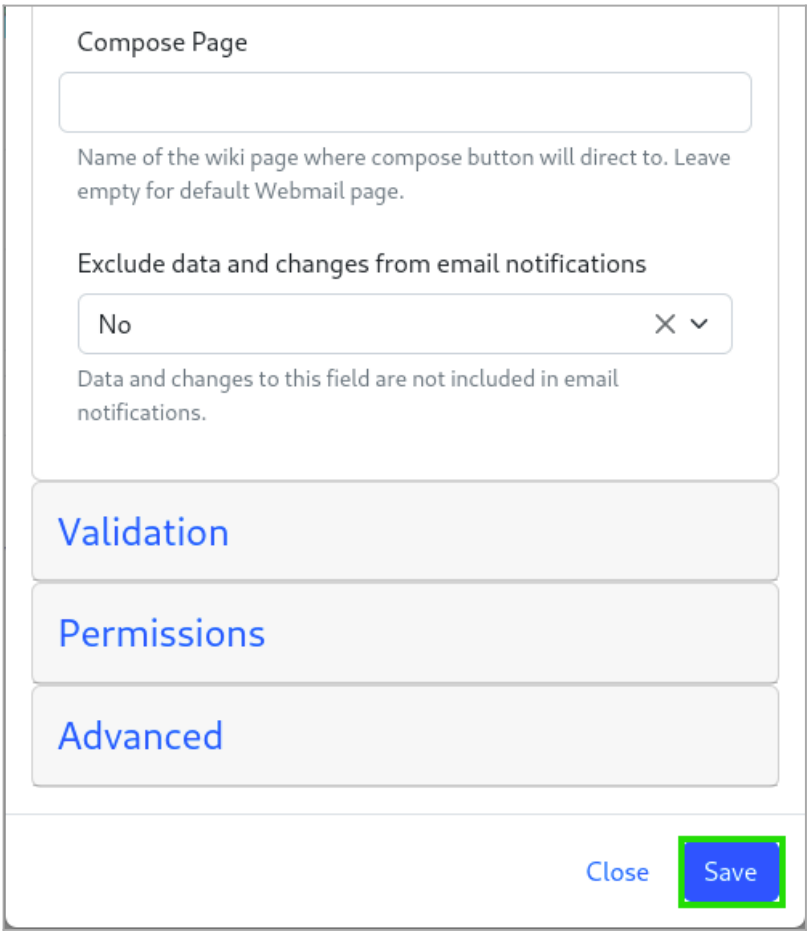
Click to expand

- In the field Use Folders select Yes, other fields are added below for the contiguration of the names of the folders. You can leave it like this



Click to expand

- And finally Validate by pressing Save

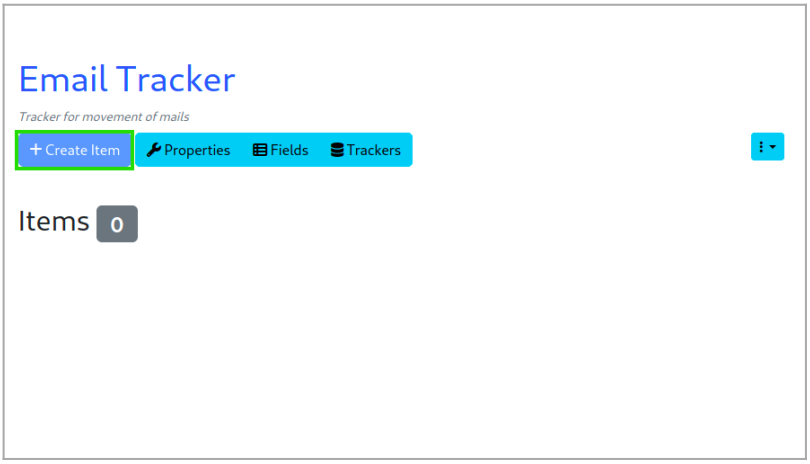


Click to expand

1.1.4. Item creation

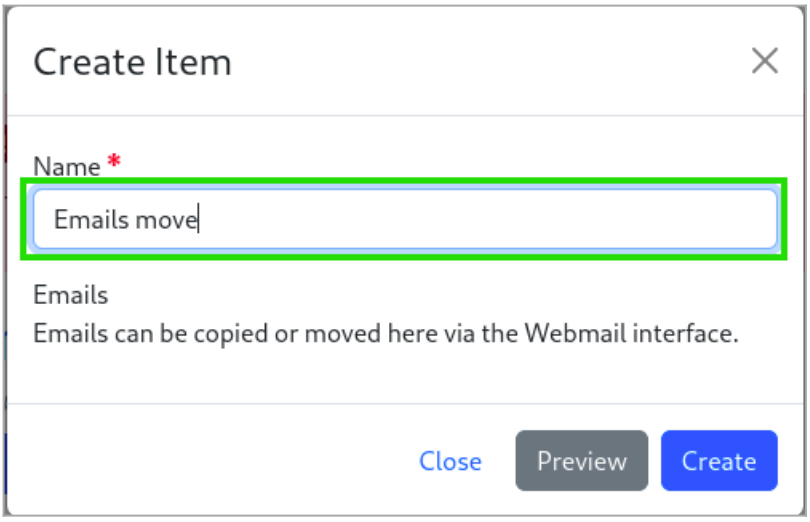
Once the configuration is complete, you must create an item. For this on the item page :

- click on the Create Item button



Click to expand

- A modal window is launched, enter the Name in the Name field and validate

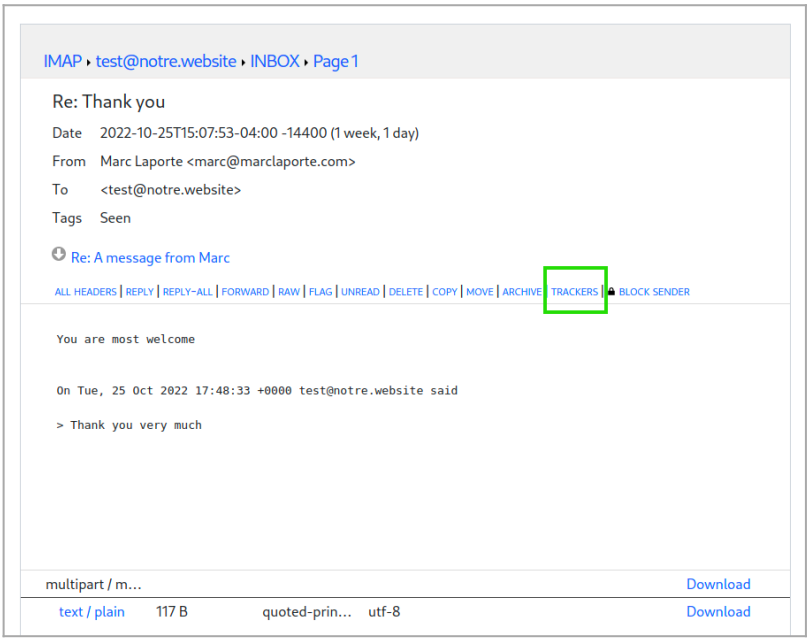


Click to expand

2. Move emails to trackers

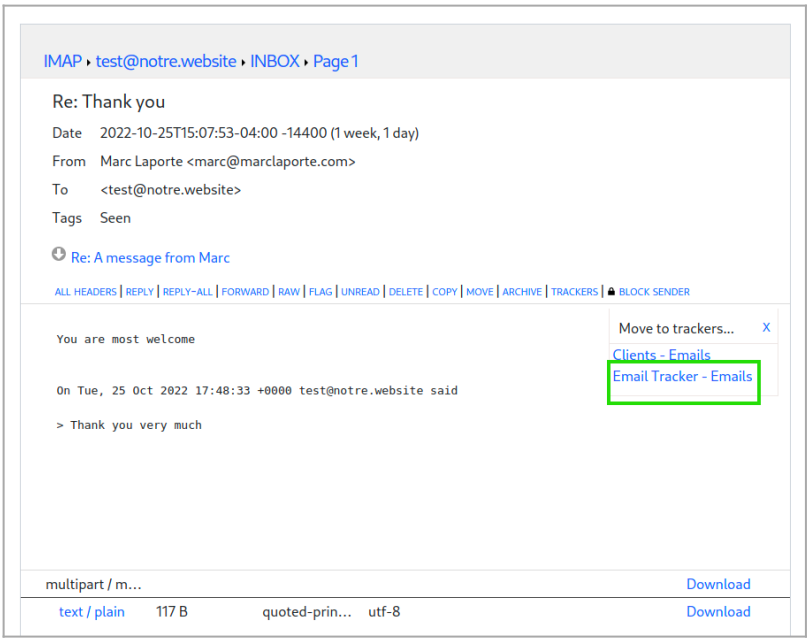
To move an email, open the email you want to move :

- Click on the Tracker button



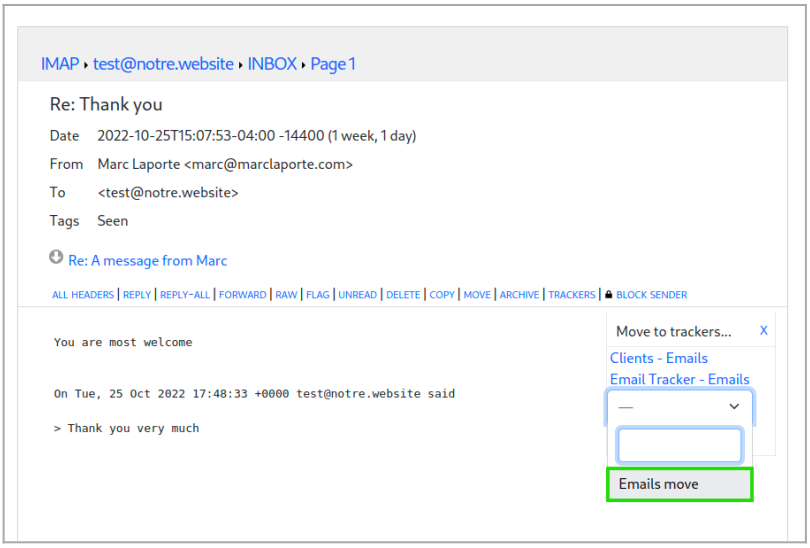
Click to expand

- In the small window select the Tracker you created



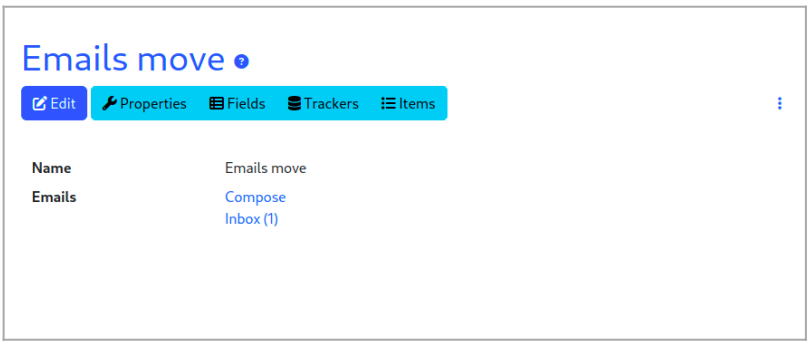
Click to expand

- Finally select the folder.



Click to expand

- Once done, here is the end result



Click to expand

Related:

- Selector Tracker Fields
- Adding fields to a tracker
- https://gitlab.com/tikiwiki/tiki/-/merge_requests/818
- Email as a first-class citizen

Alias

- Email folder Tracker Field