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.

System Menu	
Home	
Search	
Categories	
Wiki 🗸	
File Galleries 🔻	
Trackers 🔻	
Settings 🗸	

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

0	
	System Menu
	Home
	nome
	Search
	Categories
	Wiki 🗸
	File Galleries 🕶
	Trackers 🔻
	Settings 🕶
	Control Panels
	Action Log
	Categories
_	

Click to expand

• Global Setup -> Features



• In the Main features section, check the Trackers box

Main features	
Wiki	
File gallery	
Blog	
Articles	
Forums	
Trackers	000 🖸
Calendar	
Unified search index	
Click to expand	

1.1.2. Create a Tracker

To create a Tracker click on:

• Trackers -> List Trackers

Syst	em Men	u	
Home	1		
Searc	h		
Categ	ories		
Wiki 🖣	,		
File G	alleries 🔻		
Track	ers 🔻		
List Tr	ackers		
Settin	gs 🔻		

• Create

Track	ackers 🛛 🖌				
+ Create	🜓 Duplicate	🏦 Import 💌			
Find					
Find					

Click to expand

• Enter the name of the Tracker

Create Tracker ×
General
Name
Email Tracker
Description
Description is wiki-parsed
Field Prefix
nametracker

Click to expand

• Add a description if possible

General	
Name	
Email Tracker	
Description	
Tracker for the movement of mails	
Description is wiki-parsed	,
Field Prefix emailtracker	
x to expand	
Finally save	
Section Format	
Status	
Notifications	
Permissions	
Categories	

1.1.3. Add fields

Once the tracker is created. Click on :

• the Tracker you just created

+ Create 📑 Duplicate 🔹 Import 🔻						
Fir	nd					
	Find					
Id	Name	Created 🗸	Last modified	ltems		
2	Email Tracker Tracker for movement of mails	2022-11-03	07:43	0	•	
1	Clients List of all our clients. Emails associated to each client goes here	2022-10-25	2022-10-25 19:51	3		

• then on the Fields button

Email T			
+ Create Item	✤ Properties	目 Fields	Se Trackers
ltems o			
	-		

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



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

Add Field ×
Name
Name
Туре
Text Field X Y
More types available × More field types may be enabled from the administration panel.
Description
Description contains wiki syntax Restrict visibility to administrators Useful if you are working on a live tracker.
Close Add Field & Edit Advanced Options Add Field
Click to expand

 $\bullet\,$ Then validate by clicking on the Add $\,$ Field button $\,$

Add Field ×	
Name	
Name	
Туре	
Text Field × •	
More types available × More field types may be enabled from the administration panel. Description	
Description contains wiki syntax	
Restrict visibility to administrators	
Useful if you are working on a live tracker.	
Close Add Field & Edit Advanced Options Add Field	
Click to expand	

1.1.3.2. The Folder field

For the folder type field, click on:

• Add a field

+ Add Field 2 Import Fields			✓ Properties 目 Fields ■ Trackers Ⅲ Items			Items		
ID	Name	Туре	List	Title	Search	Public	Mandatory	Actions
Save All								X Y Go

Click to expand

• Enter the field name

Add Field	×
Name	
Emails	
Туре	
Email Folder	× ~
More types available More field types may be enabled from the administration panel.	×
Description	
 Description contains wiki syntax Restrict visibility to administrators Useful if you are working on a live tracker. 	A
Close Add Field & Edit Advanced Options	Add Field

Click to expand

• Choose the field type, you must choose Email Folder

Add Field ×
Name
Emails
Туре
Email Folder × ~
More types available ×
More field types may be enabled from the administration panel.
Description
 Description contains wiki syntax
Restrict visibility to administrators Useful if you are working on a live tracker.
Close Add Field & Edit Advanced Options Add Field

• Click the Add Field & Edit Advanced Options button

Add Field ×
Name
Emails
Туре
Email Folder × ~
More types available × More field types may be enabled from the administration panel.
Description
Description contains wiki syntax Restrict visibility to administrators Useful if you are working on a live tracker.
Close Add Field & Edit Advanced Options Add Field

Click to expand

• Click the Options for Email Folder button

Name	
Emails	
Description	
	to
Description contains wiki syntax	
Options for Email Folder	
Validation	
Permissions	
Advanced	
	Close Save

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

ssociate email n	nessages with tracker	items.
Gallery ID		
File Galleries	> Emails	× ×
File gallery to uple	oad new emails into.	
Use Folders		
No		× ~
Use separate fold	ers like Inbox, Sent, Trash	, Archive.
Compose Page		
empty for default	page where compose but Webmail page. Id changes from email	
No		× ×
Data and changes	to this field are not inclu	ded in email

• 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

ssociate email messages with trac	cker items.
Gallery ID	
File Galleries > Emails	× ×
File gallery to upload new emails into.	
Use Folders	
No	×
Use separate folders like Inbox, Sent, 1	Trash, Archive.
Compose Page	
Compose Page Name of the wiki page where compose empty for default Webmail page.	e button will direct to. Leave
Name of the wiki page where compose	
Name of the wiki page where compose empty for default Webmail page.	

Click to expand

• And finally Validate by pressing Save

Compose Page	
Name of the wiki page where compose button empty for default Webmail page.	will direct to. Leave
Exclude data and changes from email not	ifications
No	× •
Data and changes to this field are not included notifications.	in email
Validation	
Permissions	

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

Email T	rackor			
Tracker for moveme				
+ Create Item	🗲 Properties	Ħ Fields	Se Trackers	
ltems o				

Click to expand

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

Create Item	×
Name * Emails move Emails Emails can be copied or moved here via the Webmail interface.	
Close Preview Create	

2. Move emails to trackers

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

• Click on the Tracker button

IMAP • test@notre.website • INBOX • Page 1	
Re: Thank you	
Date 2022-10-25T15:07:53-04:00 -14400 (1 week, 1 day)	
From Marc Laporte <marc@marclaporte.com></marc@marclaporte.com>	
To <test@notre.website></test@notre.website>	
Tags Seen	
• Re: A message from Marc	
ALL HEADERS REPLY REPLY-ALL FORWARD RAW FLAG UNREAD DELETE COPY MOVE ARCHIVE TRACKERS A	BLOCK SENDER
You are most welcome On Tue, 25 Oct 2022 17:48:33 +0000 test@notre.website said > Thank you very much	
multipart / m	Download
text / plain 117 B quoted-prin utf-8	Download

• In the small window select the Tracker you created

From Marc Laporte <marc@marclaporte.com> To <test@notre.website> Tags Seen Re: A message from Marc ALL HEADERS REPLY REPLY-ALL FORWARD RAW FLAG UNREAD DELETE COPY MOVE ARCHIVE TRACKERS ● BLOCK SENDER</test@notre.website></marc@marclaporte.com>	Re: Thank you	
To <test@notre.website> Tags Seen Re: A message from Marc ALL HEADERS [REPLY REPLY-ALL FORWARD RAW FLAG UNREAD DELETE COPY MOVE ARCHIVE TRACKERS A BLOCK SENDER You are most welcome On Tue, 25 Oct 2022 17:48:33 +0000 test@notre.website said</test@notre.website>	Date 2022-10-25T15:07:53-04:00 -14400 (1 week, 1 day)	
Tags Seen O Re: A message from Marc ALL HEADERS REPLY REPLY-ALL FORWARD RAW FLAG UNREAD DELETE COPY MOVE ARCHIVE TRACKERS A BLOCK SENDER You are most welcome Move to trackers On Tue, 25 Oct 2022 17:48:33 +0000 test@notre.website said	From Marc Laporte <marc@marclaporte.com></marc@marclaporte.com>	
O Re: A message from Marc ALL HEADERS REPLY REPLY-ALL FORWARD RAW FLAG UNREAD DELETE COPY MOVE ARCHIVE TRACKERS & BLOCK SENDER You are most welcome Move to trackers On Tue, 25 Oct 2022 17:48:33 +0000 test@notre.website said	To <test@notre.website></test@notre.website>	
ALL HEADERS REPLY REPLY-ALL FORWARD RAW FLAG UNREAD DELETE COPY MOVE ARCHIVE TRACKERS A BLOCK SENDER You are most welcome On Tue, 25 Oct 2022 17:48:33 +0000 test@notre.website said	Tags Seen	
You are most welcome On Tue, 25 Oct 2022 17:48:33 +0000 test@notre.website said	• Re: A message from Marc	
You are most welcome On Tue, 25 Oct 2022 17:48:33 +0000 test@notre.website said	ALL HEADERS REPLY REPLY-ALL FORWARD RAW FLAG UNREAD DELETE COPY MOVE ARCHIV	
On Tue, 25 Oct 2022 17:48:33 +0000 test@notre.website said	You are most welcome	Move to trackers
On Tue, 25 Oct 2022 17:48:33 +0000 test@notre.website said		
> Thank you very much	On Tue, 25 Oct 2022 17:48:33 +0000 test@notre.website said	Email Tracker - Emails
nultipart / m Downlo		

Click to expand

• Finally select the folder.



Click to expand

• Once done, here is the end result

🕑 Edit	🗲 Properties	Ħ Fields	Trackers	i≡ Items
Name		Emails r	move	
Emails		Compos Inbox (1		

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